



SOHO Expo 2026

Gaylord Palm Resort & Convention Center

Halls A-C

Kissimmee, FL

September 10-13, 2026



Introducing



Trade Show Planning: Your Road Map to Success

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Service Manual is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

“easy-to-use kit”

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates, and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager at 407-292-0025 or eventservices@ags-expo.com

Table of Contents

Use our
INTERACTIVE
TABLE OF CONTENTS
for EASY NAVIGATION



Conference Information

SENPA Show Guidelines.....	5
Guidelines for Display.....	8
Labor Rules & Regulations	12

Official Contractor

Official Show Information.....	14
Official Service Contractor	16
Recap of Services	17
Method of Payment Form.....	18
Third-Party Billing Agreement.....	19
Payment Terms and Conditions	20
Notification of Intent to Use	
Non-official Service Contractors.....	25
Example Certificate of Insurance For Exhibitor Appointed Contractors	26

Standard Furnishings

Carpet Order Form.....	28
Table Order Form	29
Seating & Accessories Order Form.....	30
Charging Pedestal Table	31
Popular Furnishings Brochure	32

Display Solutions

Exhibit Rentals.....	34
Essential Series (10'x10') Turn-Key Simplicity With Style.....	35
Backwalls Sleek & Simple	36
Embark Series (10'x20') Ready To Grow? Let's Go Bigger!.....	37
Room To Show Off 20'x20' or Larger	38
Counters & Kiosks Engage, Impress, Connect	39
Accessories For Rent or Purchase.....	40
The AGS Difference	41
Graphic File Requirement Guidelines	42

Custom Furnishings

Custom Furnishings Catalog	44
Custom Furnishings Order Form.....	86

Booth Labor & Cleaning

Booth Labor Order Form	97
Booth Cleaning Order Form	99
Booth Layout Form	100

Shipping & Material Handling

Quick Glance - Material Handling Process.....	102
Material Handling & Rates.....	103
Special Handling Definitions	107
Reducing Material Handling Costs.....	108
Freight Re-Route Policy	109
Shipping Addresses.....	110
Shipping Labels	111
Loading Dock Pass.....	113
Material Handling Estimate Form.....	114
Outbound Bill of Lading/Shipping Label Request	115
Inbound Shipping Information Form	116
Cartload Service Order Form	117
Premium Empty Return Service	118
Terms & Conditions of Contract - Material Handling Services.....	119
ABF Freight	125

Ancillary Services

Utilities.....	128
Request to Serve Vendor Samples.....	129
Audio Visual	132
Lead Retrieval	133

Conference Information

Conference Information and Forms

SENPA Show Guidelines	5
Guidelines for Display	8
Labor Rules & Regulations.....	12

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

Show Guidelines

(Page 1 of 3)

SOHO EXPO 2026 Exhibitor Kit

SEPTEMBER 10-13, 2026

CHILDREN:

- › Children will be required to wear name badges.
- › Children under 16 will be issued badges free when pre-ordered.
- › All children under 12 must be supervised by an adult at all times.
- › Strollers must be occupied by a child.
- › Children under 12 are prohibited on the exhibit floor during set-up and tear-down of booths please. **STRICTLY ENFORCED!**

ANIMALS:

Animals are not permitted on Gaylord Palms Resort and Convention Center, Florida premises except as service animals for the physically challenged. Animals that are approved to be on the Gaylord Palms Resort and Convention Center Florida premises must be on a leash and under control. The owner or handler will be fully responsible for his/her animal.

ANNOUNCEMENTS:

Show Management reserves the right to make public address announcements in the exhibit hall for conference sessions, meetings and other official SENPA events, or in the event of an emergency. Unauthorized announcements or advertisements are not allowed.

Individual exhibitor prizes to be awarded will be announced at the close of exhibits Saturday and Sunday.

BADGE REQUESTS:

Exhibitor Badges will be issued to Exhibitors through an on-line process - within limits specified. There is a limit of free badges allowed per booth and they must be ordered before 8/13/2026. Extra badges are \$25 ordered by 8/27/2026 and \$40 after cut-off date and on-site. This rule is enforced. Badge allowance if your company has:

For each P booth(s)	10 FREE badges per booth
For each A booth(s)	8 FREE badges per booth
For each B booth(s)	6 FREE badges per booth
For each New Market Square Pavilion table(s)	2 FREE badges per table

Other details on the Exhibitor Badge Request Form. Additional badges are provided at no charge to SOHO EXPO sponsors. Contact office for details. Temporary work passes are available for your move-in crew.

BOOTH CLEANING:

Cleaning services may be ordered from **AGS Expo Services**. Refer to AGS Expo Services service kit. You are responsible for keeping your booth clean throughout the show.

BOOTH LOCATION:

Every effort has been made to place your company in the location you requested. We apologize in advance if you are not completely satisfied as we cannot change booth locations during the show.

BREAKING DOWN EARLY:

Exhibits may not be removed from the exhibition hall from the time of the opening of the show until closing time except on written permit from Show Management and the permit will designate the hours at which that removal is to take place. **Penalty for tear down of booth before official closing (per program) on Sunday, 9/13/2026, will mean loss of priority in space selections for the 2027 show.**

CARPETING:

The exhibit hall is carpeted. Additional carpet not required unless you want padding or to change color. Additional charges at exhibitor's expense for changes. Refer to AGS Expo Services service kit.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES:

Registration and attendance at or participation in SOHO EXPO 2026 meetings and other activities constitutes an agreement by the registrant to SENPA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, or audio tapes of such events and activities.

COOKING AND FOOD SAMPLING:

Sampling is allowed. Only 2-3 ounce sample servings are authorized on the show floor. **Refer to Gaylord Service Kit.**

Equipment fueled by small heat sources (such as sterno) is permitted. A 3A40 B.C. fire extinguisher must be in the booth. Exhibitors who are cooking in their booth need to complete a Fire Marshall Application for Cooking/Heating Device by 8/12/2026 — form included in the Gaylord Service Kit.

ADDITIONAL SERVICES IN BOOTH:

If you will require additional services such as: Compressed Air, Water (piped-in, dispenser with hot & cold, or just cold), Gas, or Ice in your booth contact show management in advance. NOTE: These items are billed separately by Gaylord Convention Services.

DECORATIONS:

Signs, banners or posters cannot be taped, nailed, stapled or affixed in any way to the walls or columns in the exhibit hall. Helium balloons may be used in static displays only; they may **not** be given out to show attendees. Helium tanks must be removed daily. If balloons escape, there is a recovery charge.

DECORATOR:

AGS Expo Services has been selected as the official decorator to SOHO EXPO 2026. Their forms for labor, furniture, etc., are available in their service kit. To receive the discounted prices, full payment must be included with your order. They will have a service desk set up during move-in and throughout the show. When ordering on site, you will be charged substantially higher prices, so **order early**.

DEMONSTRATIONS:

Demonstrations must be located so that crowds will be comfortably contained within the exhibitor's space, and not blocking the aisle. Sound levels, glaring or flashing lights, or other distracting exhibitor activities are subject to adjacent exhibitor and management approval. No helium balloons or adhesive backed stickers, decals, signs, etc. are permitted to be given out on the premises.

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Show Guidelines

(Page 2 of 3)

SOHO EXPO 2026 Exhibitor Kit

SEPTEMBER 10-13, 2026

DISPLAY VEHICLES:

Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected and taped. The gas tank must be locked and sealed and may contain no more than one quarter (1/4) capacity or ten (10) gallons of fuel, whichever is less. Carpet protection shall be placed under the engine. When positioning motorized vehicles, consideration must be given to exits and exit access. Vehicles shall not be moved during show hours.

ELECTRICAL, WATER, AIR, INTERNET, TELEPHONES, FOOD & BEVERAGE, AUDIO/VISUAL:

Order electrical, compressed air, water & drain (plumbing), Internet, telephones, and/or rental products through the Gaylord Palms Convention Services. Refer to the **Gaylord Services Kit — Forms to order**.

EXHIBIT CONSTRUCTION:

Exhibitors cannot obstruct the vision to other booths by displays, signs, etc. Booth roof and aisle panels cannot extend more than 4 feet forward from the back wall, or be more than 8 feet high. Side panels that extend beyond 4 feet from the back wall may not exceed 3 feet in height for the balance of the distance (forward to the aisle). No part of the booth, signs, or props may exceed 8 feet in height at any location. Reasonable variance will be considered provided renderings/sketches are presented to Management at least 60 days in advance of move-in. All materials used in booth decoration must be flame retardant. If you have any questions about your display, contact Show Management immediately.

FIRE AND SAFETY REGULATIONS:

Fire regulations are strictly enforced. Fire marshals will be at the show to ensure that all guidelines are strictly adhered to. Violations may result in booth closure without refund.

LIABILITY INSURANCE (Business Liability):

Exhibitors MUST carry additional business insurance to cover exhibit materials against damages and loss, and public liability insurance against injury to the person and property of others. **Copy of insurance coverage must be submitted to SOHO EXPO management BEFORE exhibitor can pick up show badges or set up exhibit.** For more details see page 20 - item 22 of this Exhibitor Kit.

LABOR:

If you use labor service companies or decorators other than those officially designated, SOHO EXPO 2026's official decorator **AGS Expo Services**, requires that the Request for Set-up by Non-Official Contractor form (included in their service kit) along with the Certificate of Insurance naming AGS Expo Services as an additional insured must be received by AGS Expo Services.

LITERATURE:

Show Management will be previewing the exhibits on Saturday morning and throughout the show. We will remove any literature that does not follow the current laws.

MATERIAL HANDLING:

Material handling (drayage) is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your material to and from the event. **AGS Expo Services** is the sole provider of material handling/drayage services. Please refer to **AGS Expo Services** service kit for current rates and pricing.

MUSIC LICENSES:

Please let SOHO Management know if you plan to have music in your booth. Email info@SOHOexpo.net

SMOKING POLICY:

The Gaylord Palms Resort and Convention Center Florida is a smoke-free environment. Smoking is permitted in designated areas only. If a guest smokes in their room, there is a \$250 deep cleaning charge that will be charged to the individual.

MEETINGS, EVENTS AND SEMINARS:

All meetings, events and seminars must be registered with Show Management. Meetings, events and seminars not designated or organized as a part of the show, are not permitted during show floor hours or SOHO EXPO hosted events. Exhibitors wishing to organize an event must do so through Show Management.

PARKING:

Parking is charged on all move-in, show and move-out days. Parking on the loading dock is prohibited; violators' vehicles will be towed at owners' expense.

Parking fee is \$18 per day for self-parking or \$33 per day for valet for hotel guests. Exhibitors can purchase a pre-paid multi-day self parking pass that allows in/out privileges. The pre-paid exhibitor self-parking "order form" is included in the **Gaylord Palm's Service Kit**.

PHOTOGRAPHY/VIDEOGRAPHY:

Exhibitors are permitted to photograph and/or videotape their own booth. Working members of the press are required to check in with SOHO EXPO Show Management to receive an official SOHO EXPO Press Badge and be escorted by the show staff in order to photograph and/or videotape at the show. No other photography or videography is permitted. Exhibitors who do not want the press to photograph or videotape their booth should inform the SOHO EXPO Show Management-onsite.

ROLLING CARTS AND STROLLERS:

Due to liability factors, rolling carts, rolling luggage, dollies, etc. will not be *permitted on the show floor at any time. Please leave these items at home or drop off at the bag check. Please go to the Show Office in the Registration Area with any on-site questions or needs.

*Exemption allowed with current doctor's verification. If at any time your cart endangers others, exemption will be revoked.

SIGNAGE:

An identification sign comes with your booth. Should you desire additional signage, you may order directly through AGS Expo Services. Refer to the AGS Expo Services service kit.

PRESS & PUBLIC RELATIONS:

All Press will be validated before being issued a badge. Please remember we will have Press attending the show. We advise you to have a spokesperson appointed. Every effort will be made to properly identify and escort the Press. Please be responsible with the remarks and the literature you disseminate.

Exhibitor Set-Up Times:
Friday, Sept. 11, 8am-7pm
Saturday, Sept. 12, 8am-11am

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Show Guidelines

(Page 3 of 3)

SOHO EXPO 2026 Exhibitor Kit

SEPTEMBER 10-13, 2026

STROLLERS:

Strollers must be occupied by a child at all times.

SALES:

SOHO EXPO 2026 is a trade show. Due to Sales Tax laws, over-the-counter retail sales are not permitted during the show. Orders must be taken for future delivery only.

SECURITY:

24-hour security is provided from move-in through move-out to help protect your valuable exhibit materials. However, even though SENPA provides this service, it is not liable for any loss of material by an exhibitor. We ask your cooperation in the wearing of badges at all times. If deliveries or pick-ups of any kind are to be made prior to, during, or after the show, you must obtain the necessary paperwork/credentials for these people to gain access to the hall.

SHARING BOOTHS:

The only companies allowed to have personnel or sales literature in a booth are those officially registered with Show Management. Subleasing or sharing of space with another business or company is not permitted unless approved by Show Management. Contact SENPA for information and forms regarding booth sharing.

SHIPPING:

To receive discounted advance shipment rates, shipment must arrive by Friday, 9/4/2026.

**Advance Warehouse Shipping Address: (material handling costs apply)
(To arrive between 8/12/2026 – 9/4/2026 to obtain advance pricing)**

SOHO Expo 2026
COMPANY NAME & BOOTH NUMBER
AGS Expo Services
c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808

Do not ship exhibit materials directly to the Gaylord Palms Resort to arrive prior to Friday, September 11, 2026, as they do not have the facilities for receiving and storing advance exhibit materials and your shipment may be refused.

**Direct Show-Site Shipping Address: (material handling costs apply)
(Not to arrive prior to Friday, September 11, 2026)**

SOHO EXPO 2026
Exhibiting Firm Name & Booth Number
Gaylord Palms Resort and Convention Center - Halls A-C
c/o AGS Expo Services
3208 Gaylord Way
Kissimmee, FL 34746

All shipments must be prepaid — collect shipments will not be accepted.

Material Handling Fees apply.

See AGS Expo Services services kit. AGS Expo Services will handle shipping even when sent to Gaylord.

STORAGE OF REFRIGERATION AND FREEZER ITEMS:

It is the responsibility of exhibitor to make arrangements for storage of refrigerated or frozen items. Contact the SOHO Expo Office for assistance.

SPECIAL NOTES:

Exhibits or displays, equipment, stock and/or supplies will not be allowed to enter or leave by way of the front entrances to the Gaylord Palms Resort and Convention Center – only by way of the loading Dock.

Florida is a “right to work” state. You may set up your own booth. We have contracted with AGS Expo Services for your contract labor. If you plan to bring in large quantities that will require help, there will be a charge by AGS Expo Services.

Pallet jacks and other motorized devices are not allowed to be used unless by AGS Expo Services.

AGS Expo Services will provide areas near the loading ramp for personally-owned vehicle access.

SUITCASING/WORKING THE AISLES:

Only contracted exhibitors are permitted to promote their products, services or company at SOHO Expo 2026. Unless a marketing opportunity (i.e., Sponsorship, New Products Display, Exhibitor-sponsored seminar or event) has been contracted by the exhibitor, all company promotion and product sampling must occur within the contracted booth space. This includes, but is not limited to, “roaming” characters, handing out flyers, approaching exhibitor booths to sell products, leaving and/or distributing product information in public spaces and show floor aisles. Exhibitors found doing so will be sent back to their booth space and materials left will be recycled.

Attendees will be asked to leave the show and forfeit their badge. Any “suitcasers” should be reported to Show Management.

Show Management reserves the right to escort anyone not abiding by the rules off the show floor.

SHOW DISCOUNTS:

Show discounts for ATTENDING RETAILERS ONLY are encouraged. They definitely increase attendance by adding retailers' incentives. We respectfully request and even urge you to not offer show discounts before or after the show. Please insist the retailer has to place the order at the show to receive the offered discounts. You spend considerable money and time to attend these conventions and offering show discounts to non-attending retailers is counterproductive.

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SOHO Expo 2026
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**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths, and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL/MUSIC/SOUND

In general, the use of sound or audio visual equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

BOOTH HEIGHT

Standard booth (Illustration A) height is 8 feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall during set-up and tear-down.

DEMONSTRATIONS (IN BOOTH)

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment. Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
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AUGUST 28th**
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Guidelines for Display

4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product, or packing materials may be left in the aisle during show hours.

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. Hanging Signs and Graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. This will be strictly enforced!

ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be no less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled or per the local Fire Marshal regulations.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours unless approved by Show Management. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

STAFFING

Exhibit space must be staffed throughout ALL show hours.



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

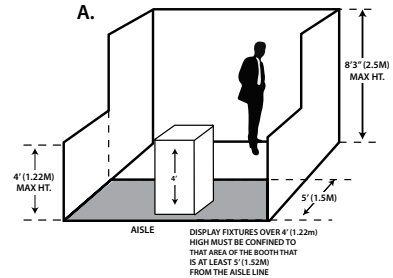
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Guidelines for Display

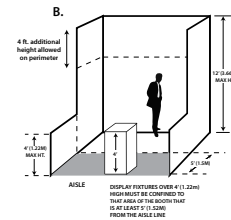
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



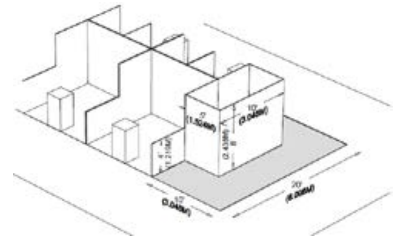
PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



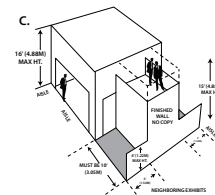
ENDCAP BOOTH

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** The maximum back wall height allowed is 8ft and the maximum backwall width allowed is 10ft at the center of the backwall with a maximum 5ft height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.



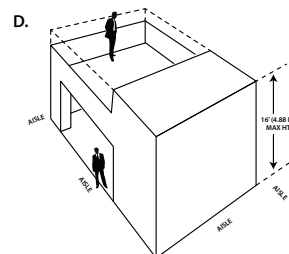
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16' - 20'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

- Maximum Height:** 16' - 20'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



GUIDELINES FOR DISPLAY



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

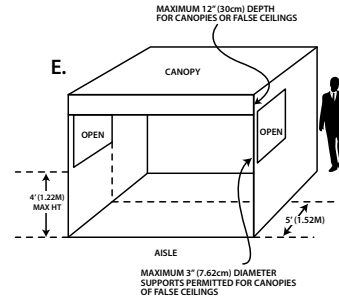
**Discount Price
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Guidelines for Display

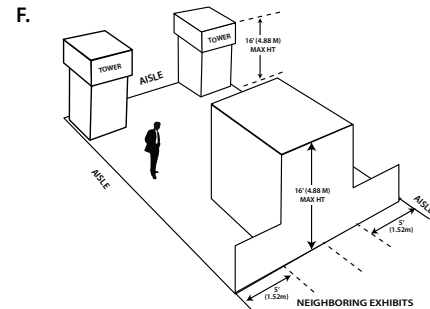
CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Drape:** 16'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



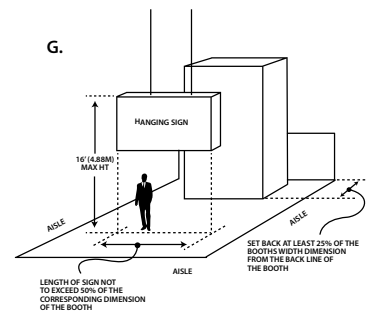
TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection, the signature/stamp of a structural engineer, and exhibit company.



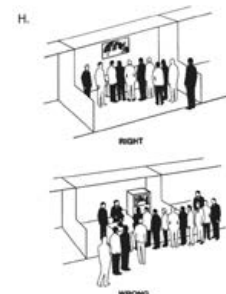
HANGING SIGNS (ILLUSTRATION G)

- Maximum Height:** 16' (to top of sign) Island or Peninsula;
- Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).
- Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.
- Approval:** Must be obtained prior to move-in from Show Management.



DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.





SOHO Expo 2026
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AUGUST 28th**
Method of payment must accompany your order



Labor Rules & Regulations

RULES AND REGULATIONS FOR ORLANDO, FLORIDA

To assist you in planning for your participation in this upcoming exposition, we ask that you read the following rules and regulations:

EXHIBIT INSTALLATION AND DISMANTLING:

Full-time employees of the exhibiting company may set their own exhibits without assistance from AGS Expo labor. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the AGS Expo Services. Labor can be ordered in advance by returning the Display Labor form, or on show site at the AGS Service Center.

MATERIAL HANDLING:

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. AGS Expo Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers must be handled by AGS Expo Services.

TIPPING:

AGS Expo Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of an AGS representative at the service desk or correspondence may be directed to the attention of the General Manager at the office address.

SAFETY:

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Official Contractor

Event Information and Forms

Official Show Information	11
Official Service Contractor.....	13
Recap of Services	14
Method of Payment Form	15
Third-Party Billing Agreement	16
Payment Terms and Conditions.....	17
Notification of Intent to Use Non-official Service Contractors	22
Example Certificate of Insurance For Exhibitor Appointed Contractors.....	23

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

**Discount Price
 Deadline Date
 AUGUST 28th**
Method of payment must accompany your order



Official Show Information

As the Official Service Contractor for SOHO Expo 2026, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services	Phone: 407.292.0025
4561 SW 34th Street	Fax: 407.292.4414
Orlando, FL 32811	Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Halls A-C
 Backwall Drape: Black/Blue/White/Blue/Black
 Siderail Drape: Black
 Booth Carpet Color: Black
 Aisle Carpet Color: Blue

Booth Equipment

Booth Size: 10' x 10'	Market Square Pavilion'
Includes: 8'H Backwall Pipe and Drape	Includes: 8'H Backwall Pipe and Drape
3'H Siderail Pipe and Drape	ID Sign
ID Sign	Standard Carpet - Bluejay
(1) 6' x 30" White Skirted Table	(1) 6' x 30" White Skirted Table
(2) Plastic Folding Chairs	(2) Plastic Folding Chairs
(1) Wastebasket	(1) 8"x 8" Booth ID Floor Sticker
(1) 8"x 8" Booth ID Floor Sticker	

Show Schedule

EXHIBITOR MOVE-IN

Friday	September 11, 2026	8:00 AM - 7:00 PM
Saturday	September 12, 2026	8:00 AM - 11:00 AM

EXHIBIT HOURS

Saturday	September 12, 2026	11:00 AM - 5:00 PM
Sunday	September 13, 2026	10:30 AM - 2:30 PM

EXHIBITOR MOVE-OUT

Sunday	September 13, 2026	2:30 PM - 9:00 PM
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Other Details

- Empty crates and cartons will be returned beginning at **2:30 PM on Sunday, September 13th**
- All carriers must check-in no later than **4:30 PM on Sunday, September 13th**
- All exhibitor materials must be removed from the exhibit facility by **9:00 PM on Sunday, September 13th**
- **Freight Re-Route Deadline:** All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at **4:31 PM on Sunday, September 13th**
- **Avoid long wait times, order Premium Empty Return service (pg. 118). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**

OFFICIAL SHOW INFORMATION



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026



AGS Exhibitor Service Center Hours

AGS Expo production personnel will be available on-site to assist you with furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event

Advance Shipments to Warehouse

[Company Name] - [Booth #]
SOHO Expo 2026
AGS Expo Services c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808

Delivery Window

- Deliveries only accepted between 8/12/26 - 9/4/26
- Receiving Dock Open: Monday - Friday 9:00 AM - 4:30 PM
- Any shipments received after the advance receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

[Company Name] - [Booth #]
SOHO Expo 2026
AGS Expo Services
c/o Gaylord Palms Resort & Convention Center
Halls A-C
6000 Osceola Pkwy,
Kissimmee, FL 34746

Delivery Window

- Friday, September 11, 2026 - 8:00 AM - 7:00 PM
- Saturday, September 12, 2026 - 8:00 AM - 11:00 AM
- All booths must be set by 11:00 AM on Saturday, September 12, 2026

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - August 28, 2026

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

OFFICIAL SHOW INFORMATION



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026



Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

- 1. The exhibitor must notify, in writing, show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
- 2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
- 3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals, and labor.
- 4. The EAC must have all business licenses, permits, and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
- 5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards' restoration of exhibit space to its initial condition, etc.
- 6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
- 7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
- 8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- 9. The EAC shall provide, if requested, evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
- 10. The EAC must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes or labor problems.
- 11. The exposition floor, aisles, loading docks, service, and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
- 12. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

OFFICIAL SERVICE CONTRACTOR



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026



Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
Method of Payment (Required)			
Notification of Intent to Use Non-official Contractor	8/14/26		
Appointed Contractors Insurance Certificate	8/14/26		
Event Services			
Booth Carpeting / Padding	8/28/26		
Furnishings & Accessories			
Standard	8/28/26		
Custom	8/28/26		
Display Solutions			
Labor Services			
Labor (Installation & Dismantle)	8/28/26		
Booth Set-up Diagrams	8/28/26		
Outbound Shipping Information	8/28/26		
Forklift Labor	8/28/26		
Sign Hanging Services	8/28/26		
Booth Cleaning and Porter Service			
Material Handling Services			
Material Handling - Advance/Direct Freight			
Premium Return Services - Priority Storage Return			
Shipping Method - ABF Freight			
Ancillary Services			
Electrical/Utilities			
Internet			
Telephone			
Audio-Visual & Computer Rentals			
Lead Retrieval			
Floral			
Food & Beverage			

RECAP OF SERVICES



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card Authorization Form

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. **For Third-Party payers please use "Third Party Billing Agreement" form.** Please complete the information requested below:

Personal	Company	Visa	Mastercard	American Express
Card Number: _____		Exp. Date: _____		
Card Holder's Name (Print) _____		CVV: _____		
Signature: _____				
Credit Card Billing Address: _____				
City: _____		State: _____		Zip: _____

Account Option *(please select one)*

Keep this Method of Payment on file for future events **OR** Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency.**
- Please print show name and booth number.
- Company checks must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.
- **Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment.**

Check Number: _____

Amount Due: _____

Wire Transfers

If you wish to make a payment via Wire Transfer, please call 407-292-0025, or email us at eventservices@ags-expo.com, to obtain bank information and routing identifiers.

**Additional fees apply*

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

METHOD OF PAYMENT FORM



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

**Discount Price
 Deadline Date
 AUGUST 28th**
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Third-Party Billing Agreement

As an exhibitor electing to use a third-party for my billable services, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions outlined in the Payment Terms and Conditions within this Exhibitor Service Manual. In the event that the named third-party fails to meet the required payment terms, charges will revert back to me, the exhibiting company. **All invoices are due and payable upon receipt, by either party.**

Exhibiting Firm

Exhibitor Company Name:		Booth #:
Exhibitor Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Exhibitor Signature (Required):		

Third-Party

The following items are to be charged to the Third-Party:

All Services OR Furniture/Carpet Material Handling Booth Cleaning Labor

Third-Party Company Name:		
Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Third-Party Payer Signature (Required):		

Third-Party Credit Card Information:

Payment in full must accompany your order. Please note, we will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by AGS Expo Services including but not limited to material handling, labor, and product orders. For tax-exempt status, within the state of the event, please submit a tax-exempt certificate. **We gladly accept VISA, Mastercard and American Express.**

Credit Card Number:	Exp. Date:
Card Holder's Name:	CVV:
Signature:	
Credit Card Billing Address:	
City:	State:
Zip:	

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

THIRD-PARTY BILLING AGREEMENT



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
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Payment Terms and Conditions

1. Definitions & Scope

Customer means the party ordering Services or Goods from AGS. Engagement means any work AGS performs, including an Event (e.g., trade show, conference, or similar) or a Project (non-event work such as graphics/print). Exhibitor means a Customer participating in an Event. Site means the venue, facility, or other delivery/installation location. Goods means items rented or sold by AGS. Services means services AGS provides, including without limitation rental of equipment and furnishings, installation/dismantle, on-site services, logistics coordination, graphics/print, and related services. Order/Quote/SOW means documents describing scope, schedule, quantities, and pricing for an Engagement. Deliverables means the finished output of Services or Goods delivered (e.g., printed graphics).

These Terms bind Customer, AGS, and their respective permitted agents and representatives.

2. Agreement to Terms & Establishment of Company Account

By submitting a signed Method of Payment Form, Customer agrees to these Terms and all related service forms applicable to Customer and its agents. Alternatively, Customer may agree to these Terms through the Method of Payment submission process on AGS's online ecommerce platform(s). Such acceptance requires Customer (or its authorized account holder) to provide a valid email address as an electronic signature before beginning the ordering process. Acceptance through the ecommerce platform(s) is binding on Customer and its agents to the same extent as a signed Method of Payment Form. When selecting "Keep this Method of Payment on file for future events," Customer establishes a company account with AGS for one (1) calendar year, covering all active and future transactions regardless of Engagement. Customer is responsible for maintaining an active credit card on file, regardless of account balance. Third-party credit cards, when identified on the Method of Payment Form, are exempt and will instead establish a single event/project account for the period of service.

3. Rental Basis for Materials and Equipment

All materials and equipment provided by AGS are furnished on a rental basis and remain the sole property of AGS

unless explicitly identified as a sale.

4. Limitation of Liability

AGS shall not be liable for any indirect, incidental, special, or consequential damages, including lost profits or business opportunities, arising from the use of or inability to use AGS's Services, equipment, or materials. AGS's liability shall in no event exceed the total fees paid by Customer for the specific Service giving rise to the claim.

5. Indemnification

Customer agrees to indemnify, defend, and hold harmless AGS, its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses (including reasonable attorneys' fees) arising out of or resulting from Customer's negligence, breach of these Terms, violation of applicable law, or use of AGS equipment or Services.

6. Force Majeure

Neither AGS nor Customer shall be liable for delays or failure in performance caused by acts of God, natural disasters, government actions, labor disputes, pandemics, or other events beyond their reasonable control. Obligations for Services rendered prior to such events remain enforceable and payable.

7. Insurance Requirements; No Insurance by AGS

Customer shall maintain appropriate liability and property insurance coverage during the Engagement, including coverage for damages to Customer property, rented equipment, and third-party claims, in commercially reasonable amounts. Upon request, Customer shall provide AGS with a certificate of insurance evidencing such coverage.

No Insurance by AGS; Risk of Loss. AGS is not an insurer and does not provide insurance for Customer's property. Risk of loss or damage to Customer's property remains with Customer at all times; Customer is responsible for maintaining appropriate insurance for its property.

8. Payment Terms

a. Payment of Balances All Orders must be accompanied by a Method of Payment Form. AGS accepts payments in U.S. funds via company check, Visa, MasterCard, or American Express. Any Order submitted without a valid



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Payment Terms and Conditions

payment method, or with an outstanding balance, will be charged to the primary credit card on file.

b. Credit Card Requirement A zero balance does not waive the requirement to maintain a valid credit card on file.

c. Wire or ACH Funds Transfers AGS may accept Wire or ACH transfers for open or advance deposits. A valid credit card must remain on file regardless. Transfers must be noticed to AGS via a trackable carrier service with details (Engagement/Event, company name, booth number if applicable, and Services covered) and received at least ten (10) business days before the first day of move-in or scheduled start. Failure to properly notice transfers may result in AGS's inability to guarantee crediting of funds. Fees imposed by financial institutions and AGS policy apply. AGS may withhold Services for payment deficiencies arising from such fees.

d. Payment Method Changes If Customer requests any change to the payment method after an Order has been submitted or processed — including, without limitation, (i) transferring balances between credit cards or other payment methods within the same account, (ii) substituting a different credit card or payment method for all or part of an existing Order, or (iii) reprocessing charges previously applied — AGS may assess a Payment Change Fee. This fee may be calculated as (a) a percentage of the amount transferred or reprocessed, not to exceed seven percent (7%), or (b) a flat convenience/reprocessing fee in an amount reasonably determined by AGS, depending on the nature of the request and administrative costs incurred.

e. Credit Authorization AGS reserves the right to verify available credit on any card presented. If Customer fails to review or settle invoices before Engagement close (for Events, before Event close), charges will automatically be applied to the credit card on file.

f. Discount Eligibility Discounts are available only if advance Orders are accompanied by payment and received prior to the published Order deadline date.

g. Payment Upon Presentation Full payment is required upon presentation of invoices/statements (including at the Site for Events). Customer must settle all accounts prior to Engagement close (for Events, prior to Event close).

h. Company Check Payments Company checks must be received at least fourteen (14) days prior to move-in or

scheduled start. Regardless, a credit card is required on file. Returned checks will incur a Non-Sufficient Funds fee.

i. No Cash Acceptance On Site Cash payments are prohibited on Site, except where AGS expressly approves in writing.

j. Right to Withhold Services or Release of Orders for Non-Payment AGS may suspend or withhold Services, including release of rented equipment or additional Orders, until past-due amounts are paid in full.

k. Prepayment Requirement After Delinquency Following any delinquency or history of disputes, AGS may require full prepayment for future Services.

9. Account Audits and Adjustments

No invoice or statement shall be deemed final. AGS reserves the right to audit and adjust accounts before, during, or after an Engagement. Services such as, but not limited to, Labor, Material Handling, Furnishings, and custom or quoted items are estimates subject to final billing upon completion. Any adjustments will be billed to the payment method on file or must be paid upon invoice presentation.

10. Responsibility for Payments

Customer remains ultimately responsible for payment of all labor, equipment, and Services, whether ordered by Customer, its display builder, contractors, or other authorized parties.

11. Exhibitor-Appointed Contractors (EACs)

a. Responsibility Customer remains fully responsible for all Services, labor, and equipment ordered on its behalf, including those arranged, performed, or supervised by an exhibitor-appointed contractor ("EAC"). Engaging an EAC does not relieve Customer of any payment, liability, or compliance obligations under these Terms.

b. Payment Default If an EAC or other third-party acting for Customer fails to remit payment for any Services or Goods provided by AGS, Customer authorizes AGS to charge Customer's primary payment method on file for any unpaid balances. Such amounts shall be deemed Customer's direct obligation to AGS.

c. Insurance and Authorization All EACs must submit to AGS, prior to move-in: (i) a current certificate of insurance



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Payment Terms and Conditions

naming AGS Exposition Services, Inc. as an additional insured on a primary and non-contributory basis for commercial general liability coverage customary for trade-show contractors; and (ii) a completed EAC Authorization Form approved by AGS. AGS may deny, suspend, or revoke EAC access to the Site for failure to provide required documentation or for unsafe or non-compliant conduct.

d. Compliance and Conduct EACs must comply with all facility, event, and safety rules, including union jurisdiction and time restrictions. Customer is responsible for ensuring such compliance and shall defend, indemnify, and hold harmless AGS from any claims, damages, or penalties arising from acts or omissions of any EAC, its employees, or subcontractors

12. Purchase Orders

Where a purchase order is required, it must accompany the Order form(s). This requirement applies equally to government agencies.

13. Taxes

Customer is responsible for any excise, property, sales, use, or other taxes imposed under applicable federal, state, or municipal tax laws. Products, Services, labor, and cancellation fees (including amounts due for partially rendered or non-cancellable Services or Goods) may be taxable depending on the jurisdiction in which the Engagement occurs. AGS operates on an accrual basis for accounting and tax purposes, as Services are provided over time and across multiple jurisdictions. Accordingly, tax obligations are assessed at the point when taxable Products, Services, or fees become due — which shall be the later of (i) the date of the applicable Event close, (ii) the effective date of cancellation or non-participation, or (iii) the date on which preparatory or partially rendered Services are performed — and are binding regardless of the date of invoicing or payment. If a tax code or rate changes after publication of an Order form but before fulfillment, AGS will adjust invoices as required by law. Customers claiming tax-exempt status must provide a valid exemption certificate for the state in which Services are delivered. Resale certificates are valid only if charges are being re-billed to Customer's customers.

14. Payment Disputes

a. Chargebacks and Disputes Customers disputing charges through their merchant or banking institution may be assessed fees equal to those imposed by the processor. If the dispute is resolved in favor of AGS, Customer is liable for those fees in addition to any outstanding balances.

b. Dispute of Authorized Charges Once Services are rendered, authorized charges may not be disputed unless a formal complaint is submitted in writing, either by email or via notation on an existing invoice, to an AGS Representative (including on-site for Events).

15. Claims, Notices & Suit Limitation; No Set-off

a. Service Issue Escalation & Credits Customer must promptly notify an AGS Representative of any service issue in order to allow corrective action during the Engagement and for any possible credit to be considered.

For Events: notice must be given on-site and before Event close.

For Projects: notice must be given within two (2) business days of delivery/installation.

Failure to provide notice within these windows waives Customer's right to request corrections or credits for the issue. Invoices are sent to the primary email on file during the Engagement, and no credits will be issued for unreported, missing, or incomplete Orders after the applicable notice window.

b. Incident Reporting and Formal Claims In addition to the escalation requirements above, any incident that Customer intends to pursue as a claim must also be reported in writing within twenty-four (24) hours of discovery and no later than Engagement close (for Events, no later than Event close). A formal written claim detailing the alleged issue must then be submitted to AGS within thirty (30) days after Engagement close (for Events, after Event close). Claims submitted after this period will not be accepted.

c. Limitation Period for Legal Actions Any lawsuit, arbitration, or other legal proceeding relating to these Terms must commence within one (1) year after Engagement close (for Events, after Event close). Claims not filed within this period are permanently barred.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Payment Terms and Conditions

16. Delinquency and Payment Enforcement

a. Outstanding Balances and Collections Balances not paid within twenty (20) days following Engagement close (for Events, following Event close) are subject to collection action. A service charge of 1.5% per month (18% annually) will apply to past-due accounts. Fees for insufficient funds on personal or company checks will be added to the account.

b. Service Refusal AGS reserves the right to refuse Service to Customers with outstanding balances or a history of delinquency or disputes. AGS may require prepayment or specific payment methods in such circumstances.

16. Refunds

Refunds of less than thirty-five dollars (\$35) must be requested by Customer or an authorized third party. Any approved adjustments or credits explicitly noted on invoices will be returned to the original method of payment within thirty (30) days after Engagement close (for Events, after Event close). Credit card refunds may require additional posting time as determined by the card issuer. No adjustments will be made for currency fluctuations.

17. Order Cancellations

Cancellations resulting from Customer non-participation or Engagement cancellation are subject to fees ranging from fifty percent (50%) to one hundred percent (100%) of the total Order. General cancellations may also incur 50–100% fees, as specified on individual Order forms.

Made-to-Order Goods For custom or made-to-order Goods (including printed graphics), Orders are non-cancellable once production begins; Customer remains responsible for all costs incurred.

18. Artwork & Proof Approval (Graphics/Print)

Customer is responsible for the accuracy, rights, and lawfulness of all submitted artwork/files. Unless otherwise agreed in writing, AGS will produce from the last written proof approval. Minor color variation may occur due to substrate/ink/press differences; AGS will make commercially reasonable efforts to achieve requested color targets but does not guarantee color matching absent a paid color-managed proof.

19. Shipping & Title for Sold Goods (Non-Rental)

For Goods sold (not rented), title and risk of loss pass to Customer upon delivery to the carrier at AGS's dock (FOB Origin) unless otherwise stated in the Order. Transit claims must be filed with the carrier.

20. Material Handling & Labor Services

For any services involving shipping, drayage, material handling, warehousing, or event labor (including installation and dismantle), AGS's Terms and Conditions of Contract for Material Handling and Labor Services also apply. Those terms are available at <http://www.ags-expo.com/terms/material-handling-&-labor> and are part of this agreement. If there's ever a conflict between the two, the Material Handling Terms will govern those specific services.

21. Deliverables Acceptance (Projects)

For Projects, Deliverables are deemed accepted unless Customer provides a written, itemized rejection within five (5) business days of delivery/installation describing the non-conformity in reasonable detail. Any rejection or related claim must also comply with the notice and claims procedures in Section 14.

22. Governing Law & Venue

These Terms are governed by the laws of the State of Florida, without regard to conflict-of-law principles. The parties consent to the exclusive jurisdiction and venue of the state or federal courts located in Orange County, Florida.

22. Severability

If any provision of these Terms is determined to be invalid, illegal, or unenforceable in any respect, the remaining provisions shall remain valid, binding, and enforceable to the fullest extent permitted by law.

23. Order of Precedence

If there is a conflict, the following govern in descending order: (1) a mutually executed master agreement or SOW; (2) the Order/Quote; (3) these Terms.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Payment Terms and Conditions

24. Amendments; Modifications

AGS may revise or update these Terms from time to time in its sole discretion. Any such changes will be effective upon posting to AGS's website or ecommerce platform(s), or upon written notice to Customer. Continued use of AGS's Services, placement of Orders, or submission of a Method of Payment Form after such notice constitutes Customer's acceptance of the revised Terms.

25. Waiver

The failure of AGS to enforce any provision of these Terms shall not be construed as a waiver of its right to enforce that provision or any other provision at a later time.

26. Notices

All notices, requests, demands, or other communications required or permitted under these Terms must be in writing and delivered by (i) email with read receipt requested, or (ii) nationally recognized courier or other trackable mail service. Notices to AGS shall be directed as follows:

- For contract or legal issues: accounting@ags-expo.com
- For claims only: claims@ags-expo.com
- Physical mailing: AGS Exposition Services, Inc., 4561 SW 34th Street, Ste A, Orlando, FL 32811

Notices to Customer shall be sent to the primary email address or physical mailing address provided by Customer on the Order or Method of Payment Form. Notices are deemed effective (a) if by email, upon transmission with read receipt confirmation, and (b) if by courier or trackable mail, upon delivery confirmation. Failure of Customer to maintain current contact information does not invalidate notice properly sent to the last known address on file with AGS.

27. Entire Agreement

These Terms, together with any applicable Order/Quote/SOW, constitute the entire agreement between AGS and Customer regarding the subject matter hereof, and supersede all prior or contemporaneous understandings, agreements, negotiations, or communications, whether written or oral, relating to such subject matter. No amendment or modification is valid unless in writing and issued by AGS.



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Deadline Date
AUGUST 14th



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Please specify EAC's role: ___ **Ordering Services** ___ **Paying for Services (3PP)** ___ **I&D Services**

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

Notification Deadline: Friday, August 14, 2026

- Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
- All booth personnel must wear proper identification at show site.
- If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits the Third-Party Billing Agreement.

Please Note:

- If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

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AUGUST 14th



EXAMPLE CERTIFICATE OF INSURANCE FOR EXHIBITOR APPOINTED CONTRACTORS

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 06/06/2016	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER INSURANCE AGENT/BROKER NAME STREET ADDRESS CITY, STATE, ZIP PHONE:		CONTACT NAME: YOUR AGENT'S NAME PHONE (A/C, No, Ext): 555-555-5555 E-MAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS FAX (A/C, No): 555-555-5555		INSURER(S) AFFORDING COVERAGE INSURER A: GENERAL LIABILITY INSURER NAME INSURER B: AUTOMOBILE LIABILITY INSURER NAME INSURER C: UMBRELLA LIABILITY INSURER NAME INSURER D: WORKERS' COMP LIABILITY INSURER NAME INSURER E: INSURER F:		NAIC #	
INSURED NAME OF INSURED. **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.**		CERTIFICATE NUMBER:		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y	POLICY # INSURER A	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	POLICY # INSURER B	00/00/0000	00/00/0000	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y	Y	POLICY # INSURER C	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	POLICY # INSURER D	00/00/0000	00/00/0000	<input type="checkbox"/> WC STATU- <input type="checkbox"/> W-RET. LIMITS <input type="checkbox"/> OTH- <input type="checkbox"/> ERL E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ****EXHIBITING COMPANY NAME****							
CERTIFICATE HOLDER AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE IMA YUR BROKER, CAF, CIC X Signature			

- PRODUCER:** Insurance Agent/Broker who issues certificate.
- NAME OF INSURED:** This must be the legal name of the contracting party.
- TYPES OF INSURANCE:** This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURENCE" type.
- NAME OF ADDITIONAL INSUREDS:** In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER:** AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
- POLICY EFFECTIVE DATE:** This date must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE:** This date must be on or after the last day of Exhibitor Move-Out.
- Limits:** The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors" form in this Event Services Manual.
- AUTHORIZED REPRESENTATIVE:** This form must be signed (not stamped) by an authorized representative of the producer of the certificate.

Standard Furnishings

Catalog and Order Forms

Carpet Order Form	28
Table Order Form	29
Seating & Accessories Order Form	30
Charging Pedestal Table	31
Popular Furnishings Brochure	32

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$262.68	\$286.26
<input type="checkbox"/>	10'x20'	\$543.73	\$592.57
<input type="checkbox"/>	10'x30'	\$815.59	\$888.87
<input type="checkbox"/>	10'x40'	\$1,087.46	\$1,185.14

Island Booth					
Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
20x20 Minimum.					
	x	=	\$5.34/sq.ft.	\$6.67/sq.ft.	\$

• Please note that all carpet is 10 ft wide and is installed accordingly.

Please Choose Your Carpet Color (check appropriate box below):

Blue Red Gray Black Hunter Green Tuxedo Purple Bluejay Teal

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
	x	=	sq.ft. x \$8.48/sq.ft.	\$11.59/sq.ft.	= \$

Please Choose Your Carpet Color (check appropriate box below):

Cherry Red Onyx Black Charcoal Imperial Blue French Beige Emerald Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut, or plush carpets.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
1/2" Foam Padding	x	=	sq.ft. x \$2.59 /sq.ft.	\$4.06 /sq.ft.	= \$
1" Foam Padding	x	=	sq.ft. x \$5.83 /sq.ft.	\$8.17 /sq.ft.	= \$
Visqueen	x	=	sq.ft. x \$1.12/sq.ft.	\$1.56/sq.ft.	= \$
Carpet Tape	x	=	sq.ft. x \$2.81 /ft.	\$3.93 /ft.	= \$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal, and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy: Standard Island & Plush booth carpet cancelled after being cut or installed will be charged 100%. Standard in-line carpet and all additional items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. All specialty custom flooring orders, including vinyl flooring and custom color requests, will be subject to a 100% cancellation fee if cancelled after the discount deadline.

Total Order

Subtotal: \$ _____
 Sales Tax (7.50%): \$ _____
 Total: \$ _____

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 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

CARPET ORDER FORM



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$197.20	\$246.51
	4' Table - 42" high	\$227.86	\$284.81
	6' Table - 30" high	\$234.17	\$292.71
	6' Table - 42" high	\$280.75	\$336.89
	8' Table - 30" high	\$270.27	\$324.33
	8' Table - 42" high	\$304.32	\$380.42

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$119.59	\$161.46
	4' Table - 42" high	\$167.43	\$226.06
	6' Table - 30" high	\$143.52	\$193.74
	6' Table - 42" high	\$191.36	\$258.34
	8' Table - 30" high	\$208.09	\$280.92
	8' Table - 42" high	\$301.73	\$407.34

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$125.01	\$168.76
	6'L x 8"W x 8"H	\$172.33	\$232.66
	8'L x 8"W x 8"H	\$207.23	\$279.76

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$144.11	\$194.56
	4th Side Skirted 42"h	\$144.11	\$194.56

STEP 2 – Select Skirt Color

Blue Teal Hunter Green Red Black Purple White Gray Burgundy Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

CANCELLATION POLICY: Table orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

Total Order

Subtotal: \$ _____
 Sales Tax (7.50%): \$ _____
 Total: \$ _____

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TABLE ORDER FORM



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
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 September 10-13, 2026

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$138.39	\$172.99
	Padded Side Chair	\$126.51	\$158.14
	Padded Stool	\$151.00	\$188.75
	Plastic Folding Chair	\$96.77	\$125.81

Specialty Tables			
Qty	Item	Discount	Standard
	Pedestal Table 30"Dx30"H	\$274.38	\$356.67
	Pedestal Table 30"Dx40"H	\$274.38	\$356.67
	Charging Pedestal Table ⚡ 36"W x 43"H	\$460.25	\$598.33

Display Items			
Qty	Item	Discount	Standard
	Display Case (6'x36" full view)	\$1,171.78	\$1,406.16
	Vert. Display Case (6' - 5 shelf)	\$1,344.14	\$1,612.97
	Ticket Tumbler	\$228.80	\$343.97
	Tack Board (vert. or hori.)	\$274.75	\$412.13
	Grid Panel (per meter)	\$253.85	\$389.79
	Chrome Sign Holder 22"x28"	\$137.38	\$206.08
	Easel	\$117.68	\$176.55
	Literature Rack	\$257.15	\$334.28
	Bag Rack	\$278.40	\$417.82
	Garment Rack	\$278.40	\$417.82
	Clothes Tree	\$278.40	\$417.82
	Fishbowl	\$45.97	\$68.95

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$42.95	\$57.96
	Booth Close-off Drapes (Show Color)	\$72.74	\$99.54
	Shrink Wrap (per roll)	N/A	\$182.91
	Banding (per foot)	N/A	\$4.60
	Velcro (per foot)	N/A	\$2.69
	Clear Packing Tape (roll)	N/A	\$22.64

Specialty Drape (Show Management approval required)			
Qty	Item	Discount	Standard
	Drape Hardware - Bases	\$20.25	\$20.25
	Drape Hardware - Uprights	\$20.25	\$20.25
	Drape Hardware - Crossbars	\$20.25	\$20.25
	8' Drape (per foot, 10' min per order)	\$19.39	\$19.39
	3' Drape (per foot, 10' min per order)	\$11.60	\$17.62

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$134.39	\$174.77
	Black Velour Rope (8' sections)	\$53.59	\$70.97
	Belt Barriers	\$155.42	\$197.73

Specialty Drape Color:			
Blue	Teal	Hunter Green	Red
Black	Purple	White	Gray
Burgundy	Gold		

CANCELLATION POLICY: Seating & accessory orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

Total Order

Subtotal: \$ _____

Sales Tax (7.50%): \$ _____

Total: \$ _____

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SEATING & ACCESSORIES ORDER FORM



SOHO Expo 2026
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 Kissimmee, FL
 September 10-13, 2026

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



Charging Pedestal Table

ELEVATE YOUR EVENT WITH POWER AND STYLE

The LED Charging Table isn't just a table—it's a centerpiece of innovation and functionality. Featuring a sleek, modern design with a brightly lit LED top, it delivers a commanding visual presence on the show floor. Equipped with two power ports, wireless charging capabilities, and USB outlets, it ensures seamless connectivity for your attendees.



FEATURES:

- 36"W x 43"H
- Multi-color *LED lighting**
- (2) Wireless Chargers
- 120v Outlet w/(2) USB (A) Port

LOOKING TO BRAND YOUR TABLE?
Reach out for custom logo options!!



email us
eventservices@ags-expo.com

ADVANCED RATE: \$460.25

Quantity: x \$460.25 =

Subtotal \$

Tax (7.50%): \$

Total Order: \$



- **Cancellation Policy:** Show site cancellations will be subject to 100% cancellation charge.
- *Electrical is not included. Please order separately.

CHARGING PEDESTAL TABLE

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



SOHO Expo 2026
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Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories



Clothes Tree



Literature Rack



Tack Board
 Vert - 4' x 8'
 Hori - 8' x 4'



Gray Pedestal Table
 30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



6' & 5' Display Case
 (6' Vert. Opt.)



Chrome Sign Holder



Easel



Bag Rack

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

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Display Solutions

Creative Services for Exhibits

- Exhibit Rentals 34
- Essential Series (10'x10') | Turn-Key Simplicity With Style... 35
- Backwalls | Sleek & Simple..... 36
- Embark Series (10'x20') | Ready To Grow? Let's Go Bigger!... 37
- Room To Show Off 20'x20' or Larger 38
- Counters & Kiosks | Engage, Impress, Connect..... 39
- Accessories | For Rent or Purchase 40
- The AGS Difference 41
- Graphic File Requirement Guidelines 42



How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

EXHIBIT RENTALS

YOUR NEXT CUSTOM EXHIBIT—MADE SIMPLE.

Whether launching a new product or elevating your brand presence, AGS Exhibits designs, builds, and delivers custom exhibits that get noticed and are built to perform on the show floor.

1 CONNECT WITH YOUR EXHIBIT SPECIALIST

Tell us your goals—we'll deliver a design that fits your space, timeline, and budget.

2 COLLABORATE ONE-ON-ONE

You work with our custom exhibit department from design to delivery.



3 CREATE YOUR IDEAL BOOTH

Free design concepts, clear pricing, and full support—AGS makes it easy to show up and stand out.

THE AGS DIFFERENCE

- No material handling on rental units for any AGS Tradeshow.
- Turn-key pricing with no surprises
- Custom designs within 5 business days



DOWNLOAD
OUR NEWEST DESIGNS

READY?

LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-999-9583

ags-expo.com



ESSENTIAL SERIES 10X10

TURN-KEY SIMPLICITY WITH STYLE



ESSENTIAL 101

Designed to Adapt

A clean modular layout that grows with your brand. Perfect for showcasing digital displays, graphics, or featured products. Also available with left, right, or dual side low wall options.

*Optional Add-Ons: 1-meter lockable counter, TV monitor, LED stem lights.



ESSENTIAL 102

Sleek and Simple

A curved back wall adds movement and depth while keeping your brand front and center. Ideal for screens, shelving, or custom visuals that capture attention. Also available with left, right, or dual side low wall options.

*Optional Add-Ons: 1-meter lockable counter, TV monitor, LED stem lights.



ESSENTIAL 105

Compact Design. Big Impact

Built for smaller spaces with big energy. Strong lines and smart use of space make this booth stand out from across the aisle with a bold brand graphic header.

*Optional Add-Ons: 1-meter lockable counter, TV monitor, LED stem lights.



ESSENTIAL 108

Open and Inviting

The curved layout creates an open, welcoming space that feels approachable and balanced, perfect for engaging conversations in a unique space.

*Optional Add-Ons: 1-meter lockable counter, TV monitor, LED stem lights.

For more options, please contact AGS Exhibits

Turnkey 10x10 Exhibit Options starting at \$3,750 (including structure and carpet).

*starting price available in select markets

READY?

LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-999-9583

ags-expo.com



BACKWALLS FOR EVERY SIZE! SLEEK AND SIMPLE

For more options, please contact AGS Exhibits



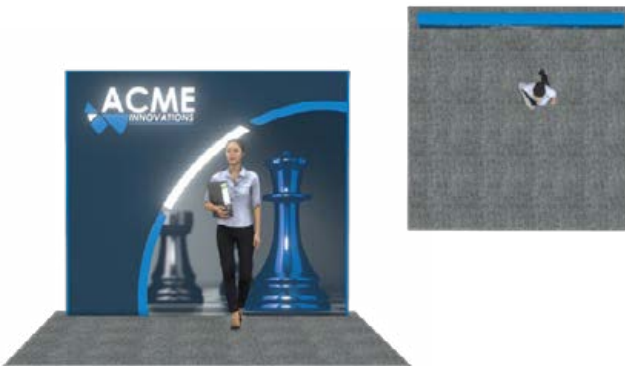
FOUNDATION 100 SIMPLE & SEAMLESS

A lightweight, straight fabric display with quick snap-button assembly. Pillowcase graphics slide on for a smooth, seamless finish.



FOUNDATION 102 MODERN & BOLD

A sturdy aluminum extrusion frame with push-fit SEG graphics that create a polished, modern look.



FOUNDATION 103 BRIGHT & EYE CATCHING

A backlit display with a durable aluminum frame and integrated LED edge lighting for even illumination. Push-fit graphics slide into place for fast, clean setup.



FOUNDATION 200 STRONG & VERSATILE

A sleek aluminum frame with a zipper pillowcase graphic delivers a clean, bold backwall that highlights your message.

Options starting at \$1195 (Backwall only)

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EMBARK SERIES 10X20

READY TO GROW? LET'S GO BIGGER!



Embark 201

Built for Flexibility

A clean, open 10x20 layout designed to adapt to your brand. Add monitors, graphics, or storage to make it your own. Also available with left, right, or dual pony wall options.

*Optional Add-Ons: Lockable counters, TV monitor, LED stem lights.



Embark 203

Designed to Engage

An open layout with dual presentation zones that encourages easy flow and real connection.

*Optional Add-Ons: Lockable counters, TV monitor, LED stem lights.



Embark 205

Smart Storage. Sleek Style

Hidden storage and sharp lines keep your space professional and organized. Available with left or right side closet.

* Optional Add-Ons: Lockable counters, TV monitor, LED stem lights.



Embark 207

Function Meets Form

Dual counters and strong branding areas create a layout that is both practical and polished.

*Optional Add-Ons: Lockable counters, TV monitor, LED stem lights.

Turnkey 10 x 20 Exhibit options starting at \$6800 (including structure and carpet)

*starting price available in select markets

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ROOM TO SHOW OFF 20 x 20 OR LARGER

Ready to Customize - Contact Us!

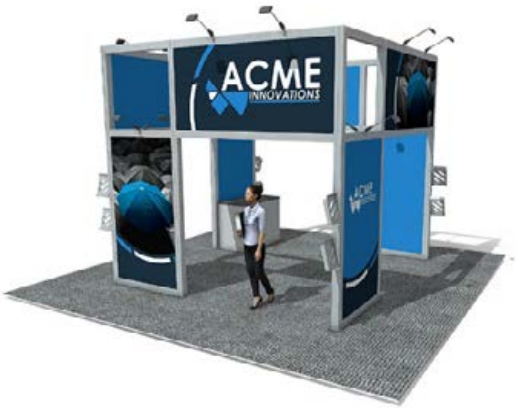


ELITE 400

The tower structure of the ELITE 400 stands 15' 9" tall. The curved fabric graphic that tops the tower calls out to attendees with your brand and message. Three demonstration/work stations provide generous counter space, back-to-back monitor mounts to hold TVs/LCD screens, and lots of accessible storage underneath.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



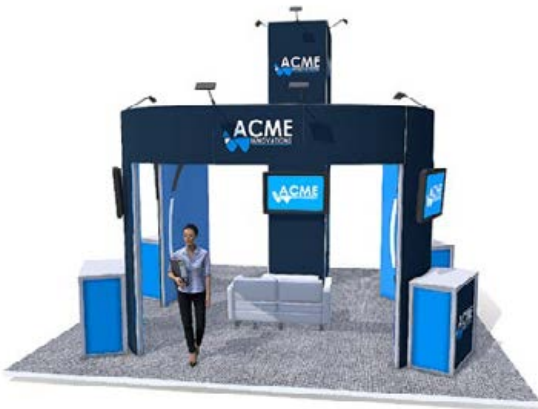
ELITE 401

The ELITE 401 is an 11' 10" tall square-shaped structure which combines sleek aluminum hardware with double-sided push-fit fabric graphics to inform visitors of your brand and messaging.

One interior counter is included and an optional front reception counter can be added.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



ESSENTIAL 408

The ESSENTIAL 408 uses structural, state-of-the-art extruded aluminum to create sleek lines and shapes. Along with a 16' tower and circular header, the ESSENTIAL 408 comes with storage and cladded graphics to deliver a sophisticated look and dominating presence.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights

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COUNTERS AND KIOSKS

ENGAGE. IMPRESS. CONNECT



KIOSK 1

- Size:**
- 39"W x 20"D x 96"H
- Includes:**
- Lockable storage cabinet
 - Full Custom Branding
 - Optional TV Monitor (up to 43")



KIOSK 2

- Size:**
- 39"W x 22"D x 96"H
- Includes:**
- Lockable storage cabinet
 - Full Custom Branding
 - Optional TV monitor

1 METER COUNTER



- Size:**
- 39"W x 20"D x 40"H
- Features:**
- Lockable storage cabinet
 - Full Custom Branding

2 METER COUNTER



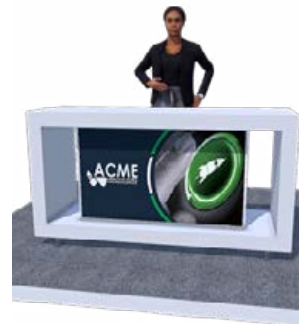
- Size:**
- 78"W x 20"D x 40"H
- Features:**
- Lockable storage cabinet
 - Full Custom Branding

PREMIUM COUNTER 1



- Size:**
- 39"w x 38"H x 17"D
- Features:**
- White laminate wood finish
 - Lockable cabinet

PREMIUM COUNTER 2



- Size:**
- 71"W x 40"H x 24"D
- Features:**
- White laminate wood finish
 - Lockable cabinet
 - Backlit front fabric panel

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ACCESSORIES FOR RENT OR PURCHASE

CHARGING STATION



- Size:**
- 20" w x 20" d x 84" h
- Features:**
- Available with USB-C, Lightning Cable, Micro USB Cables
 - Custom Routed Graphics
 - Double-Sided Unit

(Available for Rental Only)

FABRIC HANGING SIGNS



- Size:**
- Available in multiple sizes & shapes
- Features:**
- Durable aluminum tube frame
 - Double- or single-sided graphics (black or white interior)

(Available for Purchase or Rent)

FABRIC BANNER DISPLAY



- Size:**
- Display area: 23.6" x 91.6"
- Features:**
- Bungee-cord frame for quick setup
 - Includes padded carry bag

(Available for Purchase Or Rent)

PREMIUM RETRACTABLE BANNERS



- Size:**
- Graphic height = 60" - 83.25"
 - Graphic widths = 33.5"
- Features:**
- Adjustable height
 - Includes padded carry bag with strap

(Available for Purchase or Rent)

STANDARD TABLE THROWS



- Size:**
- Six-color dye-sublimation print
 - Available in 4', 6', and 8' sizes

(Available for Purchase Only)

STANDARD ROUND TABLE THROW



- Size:**
- Graphic fits circular table size
 - Available in both 30" and 42" heights
 - Vibrant dye-sublimation print for a professional finish

(Available for Purchase Only)

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THE AGS DIFFERENCE

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Beyond our Essential and Embark Collections, our team designs one-of-a-kind exhibits that are 100% yours. Unique, eye catching, and crafted to make a statement that stops people in their tracks.

Whether you are starting with a sketch or a vision ready to take shape, you will collaborate with one dedicated Account Executive from start to finish. We handle every detail with creativity, care, and craftsmanship to bring your vision to life exactly as you imagine it.

From design through installation, you will work with the same person who understands your goals, anticipates your needs, and keeps the entire process simple, seamless, and stress free.

If you can dream it, we can design it!

Ready To Talk Design?

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Preferred File Formats

AGS works in the most current version of Adobe Creative Cloud. We accept files from Photoshop, Illustrator, InDesign and Acrobat.

We prefer all print files in CMYK.
(files for digital should be RGB)

Acceptable file formats are:

.ai, .eps, .pdf, .tif, .jpg, .png, .psd, .psb, and .indd

File Submission

The most common ways to send us files and their supporting artwork is either by providing a link, or uploading to our Dropbox. Please ask your AGS representative for a link. Also, if files are 20MB or less, they can be sent via email. It is most important for InDesign or Illustrator files that we also have all supporting artwork - logos, fonts, images etc.

Fonts

Please be sure to either convert all fonts to outlines, or include them with production files if you wish your files to still be editable on our end should text changes be necessary.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. Please be sure to call out any colors for matching, for us to achieve the closest results possible through our printers.

Files For Structures (AGS templates)

Structures present unique challenges for file creation and production. We build and provide our template files in Adobe Illustrator, which allows for artboards, proper bleed, and cutting specifically required for structure panels. If you build on an AGS provided template, please note:

- The artboard names will match the panel names on your structure.
- Please return your art on the Illustrator template.
- Your design must cover the artboard and it's surrounding bleed.
- It is imperative that we have all supporting files/fonts, as it is often necessary for minor adjustments, which are not possible with a file that is not fully editable on our end.

File Scale and Bleed

We print from small to HUGE, setting your scale and quality correctly will ensure the best output.

Please build all files at 100% of their print size in inches. With some large files it may be easier to build in scale - use either 1/2, 1/4 or 1/10 scale so they may be sized to print with minimal difficulty.

All files must include bleed - we prefer 1/8" all sides, or outside the cut path for custom shapes.

File Types

Vector files (Illustrator and InDesign) are usually text, line art or shapes filled with colors or gradients. They are resolution-independent, re-sizable without quality compromise, and are preferred for logos and large output.

This is a vector image - shown on the left in color, and on the right as the shapes it's created from. Also called line art, it will scale to any size without issue.



Rasterized images (Photoshop, jpegs, and also photos placed or linked in Illustrator and InDesign) are usually photographs, but can be shapes/logos that were turned into photos. They are comprised of small pixels, and may not look good when enlarged. They should be high resolution at full size - **100 to 150dpi at final output size is preferred** (for very large pieces or images that will be viewed from a distance, 72dpi may be acceptable).



The image on the left has a proper resolution for output, whereas the image on the right looks pixelated due to low resolution.

It is always a good practice to view your images at full size. If you are not able to, or have questions about an image's quality, please let your account manager know and we'll be happy to take a look at it for you.

Custom Furnishings

Furnishings Catalog and Order Forms

Custom Furnishings Catalog.....	44
Custom Furnishings Order Form.....	86

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Key Largo



Cool Tones



Montreal



Allegro



Neutral Tones



Cordoba



Sterling



Lucca



Valencia







Warm Tones













Valencia

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Loveseat	LVS002	Blue Fabric	Length: 63" Depth: 34.5" Height: 30" Seat Length: 57" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Loveseat	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"
	Lucca Chair	Non-Powered: LCCHOT Powered: LCCHPW	Heathered Oat Fabric, Polished Stainless Steel	Length: 30" Depth: 29" Height: 33" Seat Length: 23" Seat Depth: 21" Seat Height: 16.5"
	Lucca Loveseat	Non-Powered: LCLVOT Powered: LCLVPW	Heathered Oat Fabric, Polished Stainless Steel	Length: 69" Depth: 29" Height: 33" Seat Length: 59" Seat Depth: 21" Seat Height: 16.5"
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCGN	Green Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Chair	VALCOT	Oat Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Loveseat	VALVOT	Oat Fabric	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"

Powered Seating



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucca Chair	Powered: LCCHPW Non-Powered: LCCHOT	Heathered Oat Fabric, Polished Stainless Steel	Length: 30" Depth: 29" Height: 33" Seat Length: 23" Seat Depth: 21" Seat Height: 16.5"
	Lucca Loveseat	Powered: LCLVPW Non-Powered: LCLVOT	Heathered Oat Fabric, Polished Stainless Steel	Length: 69" Depth: 29" Height: 33" Seat Length: 59" Seat Depth: 21" Seat Height: 16.5"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair Tech Chair, No Tablet	Powered: TCHGRY Non-Powered: TCHTNP Powered: TCHP Non-Powered: TCHNTP	Gray Vinyl, White Metal Tablet, Chrome Base Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS

White



Brooklyn



Pasadena



Swanson



Madrid

Black



Brooklyn

Neutral Tones



Century



La Brea



Sorrento



Tech



Warm Tones



Lorna









Bowery









Terrace









Atherton

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair w/ Black Swivel Base	BNMCSW	White Vinyl	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair w/ Black Swivel Base	BNMCSB	Black Vinyl	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair w/ Oak-Look Base	BNMCOW	White Vinyl	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair w/ Oak-Look Base	BNMCOB	Black Vinyl	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lorna Chair	LRCHGN	Green Leather, Antique Brass	Length: 26" Depth: 25" Height: 30" Seat Length: 18.5" Seat Depth: 19.5" Seat Height: 18"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"
	Sorrento Swivel Chair	SRSWCR	Charcoal Vinyl, Black Base	Length: 26" Depth: 24.5" Height: 32.25" Seat Length: 20" Seat Depth: 17.5" Seat Height: 18.5"

Accent Chairs

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Swanson Swivel Chair	SWAN	White Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	Powered: TCHGRY Non-Powered: TCHTNP 	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	Powered: TCHP Non-Powered: TCHNTP 	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	Length: 24" Depth: 30.5" Height: 31.25" Seat Length: 22.5" Seat Depth: 21.5" Seat Height: 17.5"

GROUP SEATING

White



Christopher



Marina



Razor



Zenith

Black



Blade



Brewer



Chelsea



Duet



Marina



Syntax

Cool Tones



Blade



Chelsea



Marina



Malba

Neutral Tones



Lucent



Chelsea



Malba



Marina



Rustique

Warm Tones



Chelsea



Blade



Marina





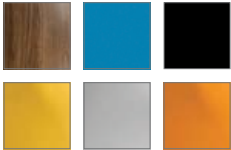

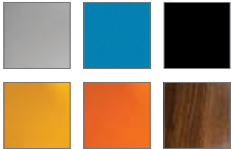








Laguna








Chelsea







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Blade Chair</p>	<p>BLDCBK BLDCRD BLDCSB</p>	<p>Black Red Sky Blue</p>	<p>Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"</p>
	<p>Brewer Chair</p>	<p>SC3</p>	<p>Onyx, Chrome</p>	<p>Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5" Seat Height: 18.75"</p>
 	<p>Chelsea Chair w/ Black Tower Base</p>	<p>CCBTWL CCBAZ CCBTBK CCBTYL CCBTGY CCBTOR</p>	<p>Walnut-Look Azure Blue Black Goldenrod Yellow Gray Orange</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>
 	<p>Chelsea Chair w/ Black Swivel Base & Casters</p>	<p>CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL</p>	<p>Gray Azure Blue Black Goldenrod Yellow Orange Walnut-Look</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Marina Chair</p>	<p>MARCWH MARCBK MARCGY MARCBE MARCRD</p>	<p>White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal</p>	<p>Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"</p>
	<p>Razor Armless Chair</p>	<p>SC10</p>	<p>White</p>	<p>Length: 19.75" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"</p>
	<p>Rustique Chair w/ Arms</p>	<p>RSTDIN</p>	<p>Gunmetal</p>	<p>Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"</p>
	<p>Syntax Chair</p>	<p>CS4</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"</p>
	<p>Zenith Chair</p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p>Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"</p>

Ottomans

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Beverly Bench Ottoman</p>	<p>BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH</p>	<p>Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl</p>	<p>Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"</p>
	<p>Beverly Small Bench Ottoman</p>	<p>BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMBL BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL</p>	<p>Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric</p>	<p>Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"</p>
	<p>Endless Curved Ottoman</p>	<p>END01B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"</p>
	<p>Endless Curved Ottoman</p>	<p>END01W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"</p>

Ottomans

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Endless Square Ottoman</p>	<p>END02B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
	<p>Endless Square Ottoman</p>	<p>END02W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
 	<p>Marche Swivel Ottoman</p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR003 MAR008 MAR020 MAR011 MAR007 MAR004 MAR005 MAR013 MAR021</p>	<p>White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Plum Fabric Raspberry Fabric Red Fabric Teal Velvet Terracotta Faux Sheep Fur</p>	<p>Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"</p>
	<p>Regis Bench</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Vibe Cube Ottoman</p> 	<p>VIB10 VIB02 VIB05 VIB21 VIB14 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl</p>	<p>Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</p>

BARSTOOLS

White



Banana



Blade



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

Black



Banana



Blade



Chelsea



Lift



Marina



Syntax

BARSTOOLS

Cool Tones



Blade



Chelsea



Marina

Neutral Tones



Lucent



Chelsea



Lift



Marina



Rustique



Sorrento

Warm Tones



Chelsea



Blade



Lift








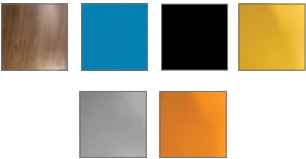
Marina














Laguna







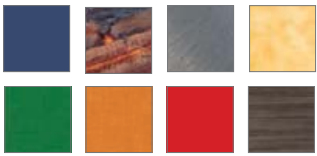


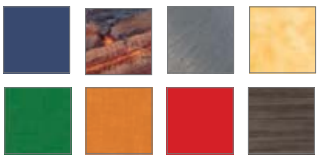


Chelsea



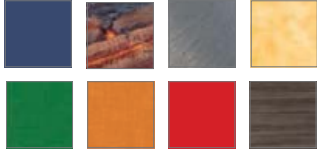


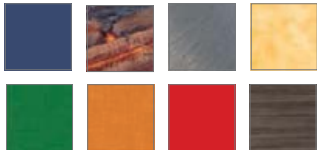


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB BLDBWH	Black Red Sky Blue White	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool w/ Black Tower Base	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look Azure Blue Black Goldenrod Yellow Gray Orange	Length: 18.5" Depth: 22" Height: 46" Seat Length: 18" Seat Depth: 16" Seat Height: 30.75"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Kamden Barstool	KABSWH	White Vinyl, Chrome	Length: 16.5" Depth: 20" Height: 25-33.5" Seat Length: 15" Seat Depth: 19" Seat Height: 22-32"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 15" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Marina Barstool</p>	<p>MARBWH MARBBK MARBGY MARBBE MARBRD</p>	<p>White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal</p>	<p>Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"</p>
	<p>Rustique Barstool</p>	<p>RSTSTL</p>	<p>Gunmetal</p>	<p>Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"</p>
	<p>Sorrento Barstool</p>	<p>SRBSCR</p>	<p>Charcoal Vinyl, Black Base</p>	<p>Length: 23" Depth: 19" Height: 43.25" Seat Length: 20" Seat Depth: 17.5" Seat Height: 30"</p>
	<p>Shark Barstool</p>	<p>BS001</p>	<p>White, Chrome</p>	<p>Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"</p>
	<p>Syntax Barstool</p>	<p>BSR</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Zenith Barstool</p>	<p>ZENBAR</p>	<p>White, Chrome</p>	<p>Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"</p>
	<p>Zoey Barstool</p>	<p>BS002</p>	<p>White, Chrome</p>	<p>Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	<p>30" Round Bar Table w/ Hydraulic Base</p> <p>36" Round Bar Table w/ Hydraulic Base</p>	<p>30WHHB 30BKHB 30MTHB 30WDHB 30BEHB 30AGHB 30YSHB 30GSHB 30OSHB 30BRHB 30MAHB</p> <p>36WTHB 36BKHB 36MTHB</p>	<p>White Top Black Top Maple Top Barnwood Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Green Top Orange Top Red Top Gray Acajou Top</p> <p>White Top Black Top Maple Top</p>	<p>Round: 30" Height: 45"</p> <p>Round: 36" Height: 45"</p>
  	<p>30" Round Bar Table w/ Standard Black Base</p> <p>36" Round Bar Table w/ Standard Black Base</p>	<p>30WH42 30BKSB VTK 30WDBB 30BEBB 30AGBB 30YBBB 30GSBB 30OSBB VTB VTA</p> <p>VTW 36BKSB VTP</p>	<p>White Top Black Top Maple Top Barnwood Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Green Top Orange Top Red Top Gray Acajou Top</p> <p>White Top Black Top Maple Top</p>	<p>Round: 30" Height: 42"</p> <p>Round: 36" Height: 42"</p>
	<p>30" Round Bar Table, Powered</p>	<p>P30BWH</p> 	<p>White Top, Black Base</p>	<p>Round: 30" Height: 42"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	<p>30" Round Cafe Table w/ Hydraulic Base</p> <p>36" Round Cafe Table w/ Hydraulic Base</p>	<p>30WHHC 30BKHC 30MTHC 30WDHC 30BEHC 30AGHC 30YSHC 30GSHC 30OSHC 30BRHC 30MAHC</p> <p>36WTHC 36BKHC 36MTHC</p>	<p>White Top Black Top Maple Top Barnwood Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Green Top Orange Top Red Top Gray Acajou Top</p> <p>White Top Black Top Maple Top</p>	<p>Round: 30" Height: 29"</p> <p>Round: 36" Height: 29"</p>
  	<p>30" Round Cafe Table w/ Standard Black Base</p> <p>36" Round Cafe Table w/ Standard Black Base</p>	<p>30WH29 30BKSC ZTK 30WDBC 30BEBC 30AGBC 30YSBC 30GSBC 30OSBC ZTB ZTA</p> <p>ZTQ 36BKSC ZTP</p>	<p>White Top Black Top Maple Top Barnwood Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Green Top Orange Top Red Top Gray Acajou Top</p> <p>White Top Black Top Maple Top</p>	<p>Round: 30" Height: 29"</p> <p>Round: 36" Height: 29"</p>
	<p>30" Round Cafe Table, Powered</p>	<p>P30CWH</p>	<p>White Top, Black Base</p>	<p>Round: 30" Height: 29"</p>
	<p>Rustique Square Metal Bar Table</p>	<p>RSTSQT</p>	<p>Gunmetal</p>	<p>Length: 23.75" Depth: 23.75" Height: 41.25"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Ventura Communal Bar Table	Non-Powered: VNTBNP VNTWNP VNTMNP Powered: VNTBLK VNTWHT	Black Top, Silver White Top, Silver Maple Top, Silver Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42" Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW	White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
 	Ventura Communal Cafe Table	Non-Powered: VNTCBN VNTCWN VNTCMN Powered: VNTCBK VNTCWH	Black Top, Silver White Top, Silver Maple Top, Silver Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30" Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW	White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"




Powered Tables










Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"
	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
 	5' Table	Powered: C5PWR Non-Powered: CONF5 Powered: BKCT5P Non-Powered: BKCT5N	White Top, Silver Black Top, Silver	Length: 60" Depth: 48" Height: 29"
 	8' Table	Powered: C8PWR Non-Powered: CONF8 Powered: BKCT8P Non-Powered: BKCT8N	White Top, Silver Black Top, Silver	Length: 96" Depth: 60" Height: 29"
 	10' Table	Powered: C10PWR Non-Powered: CONF10 Powered: BKCT10P Non-Powered: BKCT10N	White Top, Silver Black Top, Silver	Length: 120" Depth: 48" Height: 29"

Powered Tables


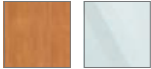












Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Adelaide Powered Cocktail Table</p>	<p>Powered: ADCTWP Non-Powered: ADCTWH</p> <p>Powered: ADCTBP Non-Powered: ADCTBK</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p>Length: 48.87" Depth: 25.37" Height: 18"</p>
 	<p>Ventura Communal Bar Table, Powered</p>	<p>VNTBLK VNTWHT</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 42"</p>
 	<p>Ventura Communal Cafe Table, Powered</p>	<p>VNTCBK VNTCWH</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 30"</p>
	<p>Village Charging Hub</p>	<p>VILHUB</p>	<p>Cream</p>	<p>Length: 12" Depth: 12" Height: 28.25"</p>
	<p>Wireless Charging Table</p>	<p>CUBPOW</p>	<p>White, AC Outlets</p>	<p>Length: 20" Depth: 20" Height: 18"</p>

Accent Tables





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Adelaide Cocktail Table</p>	<p>Non-Powered: ADCTWH Powered: ADCTWP</p> <p>Non-Powered: ADCTBK Powered: ADCTBP</p> <p>ADCTGL</p> 	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p>	<p>Length: 48.875" Depth: 25.375" Height: 18"</p>
 	<p>Adelaide End Table</p>	<p>ADEWH ADETBK ADETGL</p>	<p>White Top, Silver Black Top, Silver Glass Top, Silver</p>	<p>Length: 21.5" Depth: 21.5" Height: 18"</p>
 	<p>Alondra Cocktail Table</p>	<p>ALC200</p> <p>ALC100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p>Length: 47" Depth: 24" Height: 17"</p> <p>Length: 47" Depth: 24" Height: 16"</p>

Accent Tables




Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Alondra End Table	ALE200 ALE100	Brandy Maple Top, Chrome Glass Top, Chrome	Length: 20" Depth: 20" Height: 21" Length: 20" Depth: 20" Height: 20"
 	Geo Cocktail Table	C1FWB C1C	Brandy Maple Top, Black Base Glass Top, Chrome Base	Length: 47" Depth: 24" Height: 17" Length: 50" Depth: 22" Height: 16"
 	Geo End Table	E1FWB E1C	Brandy Maple Top, Black Base Glass Top, Chrome Base	Length: 20" Depth: 20" Height: 21" Length: 24" Depth: 24" Height: 20"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Mesa Cocktail Table</p>	<p>MESCTW MESCTB MESCTG</p>	<p>Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze</p>	<p>Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"</p>
 	<p>Mesa End Table</p>	<p>MESETW MESETB MESETG</p>	<p>Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze</p>	<p>Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"</p>
	<p>Regis Bench/Table</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>
	<p>Regis End Table</p>	<p>REGOTT</p>	<p>Brushed Metal</p>	<p>Length: 16" Depth: 15.5" Height: 16.5"</p>

Accent Tables












Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Silverado Cocktail Table</p>	<p>C1E</p>	<p>Glass Top, Chrome</p>	<p>Round: 36" Height: 17"</p>
	<p>Silverado End Table</p>	<p>E1E</p>	<p>Glass Top, Chrome</p>	<p>Round: 24" Height: 22"</p>
	<p>Timber Cocktail Table</p>	<p>TMBCKT</p>	<p>Distressed Wood</p>	<p>Round: 30" Height: 15"</p>
	<p>Timber End Table</p>	<p>TMBTBL</p>	<p>Distressed Wood</p>	<p>Round: 16" Height: 17"</p>





Side Tables








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Aura Round Table</p>	<p>AURA</p>	<p>White Metal</p>	<p>Round: 15" Height: 22"</p>
	<p>Sedona Side Table</p>	<p>SEDBWH SEDBWD SEDBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p>Length: 15.75" Depth: 15.75" Height: 24"</p>
	<p>Taos Side Table</p>	<p>TAOBWH TAOBWD TAOBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p>Length: 15.75" Depth: 15.75" Height: 24"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered 	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet 3 Drawer File Cabinet on Castors 	TECH3B TECH3	Black Metal, Black Laminate w/electrical unit Black Top, Black Metal	Length: 60" Depth: 30" Height: 30" Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Polished Stainless, Acrylic	Length: 36" Depth: 18" Height: 72"







Executive Conference Tables





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	42" Round Table	CONF42 42BKCT	White Top, Black Black Top, Black	Round: 42" Height: 29"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"
 	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 5' Table	 Powered: C5PWR Non-Powered: CONF5 Non-Powered: MADCO5	Gray Acajou, Silver	
 	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver White Top, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 8' Table	 Powered: C8PWR Non-Powered: CONF8 Non-Powered: MADCO8	Gray Acajou, Silver	
 	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver White Top, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 10' Table	 Powered: C10PWR Non-Powered: CONF10 Non-Powered: MADC10	Gray Acajou, Silver	

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic Round Table	42ATO 36ATO	Glass Top, Chrome Glass Top, Chrome	Round: 42" Height: 30" Round: 36" Height: 30"
	Geo Table, Rectangle	CF2	Glass Top, Black	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1	Glass Top, Chrome	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Ace High Back Chair</p>	<p>ACEHBC ACHBCB</p>	<p>White Vinyl, Chrome Black Vinyl, Chrome</p>	<p>Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"</p>
 	<p>Ace Mid Back Chair</p>	<p>ACEMBC ACMBCB</p>	<p>White Vinyl, Chrome Black Vinyl, Chrome</p>	<p>Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5"</p>
	<p>Cupertino Mid Back Chair</p>	<p>CUPCHA</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"</p>
	<p>Genesis Chair</p>	<p>GENCHA</p>	<p>Black</p>	<p>Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"</p>
	<p>Task Stool</p>	<p>TASKST</p>	<p>Black Fabric, Black</p>	<p>Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"</p>

Counters & Pedestals

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted	MTCFUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36"	PDL36B PDL36W	Black White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42"	PDL42B PDL42W	Black White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Mason Floor Lamp</p>	<p>LA15</p>	<p>Brushed Silver</p>	<p>Round: 18" Height: 55"</p>
	<p>Mason Table Lamp</p>	<p>LA14</p>	<p>Brushed Silver</p>	<p>Round: 16" Height: 26"</p>
	<p>Boxwood Hedge 7'</p>	<p>HDG7FT</p>	<p>Green, Black</p>	<p>Length: 36.5" Depth: 12" Height: 84"</p>
	<p>Boxwood Hedge 4'</p>	<p>HDG4FT</p>	<p>Green, Black</p>	<p>Length: 46" Depth: 9" Height: 47"</p>



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

Discount Price Deadline Date
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Powered				
	30" Round Bar Table, Powered (P30BWH)	White Top, Black	30" RND 42"H	\$918.78
	30" Round Cafe Table, Powered (P30CWH)	White Top, Black	30" RND 29"H	\$918.78
	5' Table, Powered (C5PWR)	White Top, Silver	60"L 48"D 29"H	\$868.66
	8' Table, Powered (C8PWR)	White Top, Silver	96"L 60"D 29"H	\$1,670.50
	10' Table, Powered (C10PWR)	White Top, Silver	120"L 48"D 29"H	\$1,670.50
	5' Table, Powered (BKCT5P)	Black Top, Silver	60"L 48"D 29"H	\$868.66
	8' Table, Powered (BKCT8P)	Black Top, Silver	96"L 48"D 29"H	\$1,670.50
	10' Table, Powered (BKCT10P)	Black Top, Silver	120"L 48"D 29"H	\$1,670.50
	Adelaide Powered Cocktail Table (ADCTBP)	Black Top, Silver	48.875"L 25.375"D 18"H	\$644.81
	Adelaide Powered Cocktail Table (ADCTWP)	Black Top, Silver	48.875"L 25.375"D 18"H	\$644.81
	Lucca Chair - Powered (LCCHPW)	Heathered Oat Fabric, Polished Stainless	30"L 29"D 33"H	\$1,161.00
	Lucca Loveseat - Powered (LCLVPW)	Heathered Oat Fabric, Polished Stainless	69"L 29"D 33"H	\$1,538.54
	Midtown Powered Counter, Lighted w/Plug In (MTCLPI)	Pewter	60"L 18"D 42"H	\$2,353.74
	Midtown Powered Counter, Unlighted (MTCPL)	Pewter	60"L 18"D 42"H	\$2,216.76
	Naples Chair, Powered (NPLCHP)	Black Vinyl	36"L 30"D 28"H	\$987.27
	Naples Loveseat, Powered (NPLLOP)	Black Vinyl	62"L 30"D 28"H	\$1,287.96
	Naples Sofa, Powered (NPLSOP)	Black Vinyl	87"L 30"D 28"H	\$1,566.93
	Tech Chair - Powered, No Tablet (TCHP)	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$604.72
	Tech Chair - Powered, No Tablet (TCHGRY)	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$604.72
	Ventura Communal Bar Table - Powered (VNTBLK)	Black Top, Silver Frame	72.25"L 26.25"D 42"H	\$1,191.07
	Ventura Communal Bar Table - Powered (VNTWHT)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$1,191.07
	Ventura Communal Cafe Table - Powered (VNTCBK)	Black Top, Silver Frame	72.25"L 26.25"D 30"H	\$920.45
	Ventura Communal Cafe Table - Powered (VNTCWH)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$920.45
	Village Charging Hub (VILHUB)	Cream	12"L 12"D 28.25"H	\$390.90
	Wireless Charging Table, Powered (CUBPOW)	White, AC Plug In	20"L 20"D 18"H	\$688.25
Soft Seating Collections				
	Allegro Chair (CHR002)	Blue Fabric	36"L 34.5"D 30"H	\$755.07
	Allegro Loveseat (LVS002)	Blue Fabric	63"L 34.5"D 30"H	\$1,206.10
	Allegro Sofa (SFA002)	Blue Fabric	73"L 34.5"D 30"H	\$1,084.16
	Baja Chair (BCHWHT)	White Vinyl	36"L 30.5"D 28"H	\$841.93
	Baja Loveseat (BLVWHT)	White Vinyl	61"L 30.5"D 28"H	\$1,239.51
	Baja Sofa (BSFWHT)	White	86"L 28"D 30"H	\$1,344.76
	Cordoba Chair (COCHTP)	Taupe Fabric, Black	37"L 32"D 33"H	\$785.14
	Cordoba Loveseat (COLVTP)	Taupe Fabric, Black	60.5"L 32"D 33"H	\$1,122.58
	Fairfax Chair (FAIRCW)	White Vinyl, Brushed Metal	30"L 27"D 30"H	\$531.22
	Fairfax Loveseat (FAIRSW)	White Vinyl, Brushed Metal	62"L 27"D 30"H	\$735.02
	Key Largo Chair (KEYCHR)	Black, Fabric	35"L 35"D 34"H	\$484.45
	Key Largo Loveseat (KEYLOV)	Black, Fabric	57"L 35"D 34"H	\$561.29
	Key Largo Sofa (KEYSOF)	Black, Fabric	79"L 35"D 34"H	\$746.72

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	Lucca Chair (LCCHOT)	Heathered Oat Fabric, Polished Stainless	30"L 29"D 33"H	\$905.41
	Lucca Loveseat (LCLVOT)	Heathered Oat Fabric, Polished Stainless	69"L 29"D 33"H	\$1,286.29
	Montreal Chair (MONCHA)	Blue, Black Metal	30"L 23.25"D 30"H	\$867.00
	Montreal Loveseat (MONLOV)	Blue, Black Metal	62"L 27.25"D 29.50"H	\$1,302.99
	Naples Chair (NPLCHR)	Black Vinyl	36"L 30"D 28"H	\$900.41
	Naples Loveseat (NPLLOV)	Black Vinyl	62"L 30"D 28"H	\$1,084.16
	Naples Sofa (NPLSOF)	Black Vinyl	87"L 30"D 28"H	\$1,297.99
	Palm Beach Sofa (PALSOF)	White Vinyl	69"L 29"D 33"H	\$1,062.44
	Pasadena Chair (PASCHR)	White Molded Plastic w/Chrome Tower Base	27"L 25"D 26"H	\$486.12
	Sterling Chair (STECHA)	Gray Fabric	33"L 33.5"D 32"H	\$1,119.24
	Sterling Sofa (STESOF)	Gray Fabric	82"L 33.5"D 32"H	\$1,630.41
	Valencia Chair (VALCHA)	Spice Orange Velvet	28"L 30.5"D 31"H	\$479.44
	Valencia Chair (VALCGN)	Green Fabric	28"L 30.5"D 31"H	\$479.44
	Valencia Chair (VALCOT)	Oat Fabric	28"L 30.5"D 31"H	\$479.44
	Valencia Loveseat (VALSOF)	Coffee Brown Velvet	63"L 30.5"D 31"H	\$711.63
	Valencia Loveseat (VALVOT)	Oat Fabric	63"L 30.5"D 31"H	\$711.63
Accent Chairs				
	Atherton Chair (ATHCHA)	Brown Leather, Black Metal	27"L 31"D 30"H	\$840.27
	Bowery Chair (BOWCHA)	Ochre Fabric	29.75"L 31"D 27.25"H	\$788.48
	Century Chair (CNTCHR)	Gray Velvet	30"L 30"D 31"H	\$803.52
	La Brea Swivel Chair (LABREA)	Charcoal Gray, Fabric	35"L 27"D 40"H	\$639.81
	Lorna Chair (LRCHGN)	Green Leather, Antique Brass	26"L 25"D 30"H	\$840.27
	Madrid Chair (BCW)	White	30"L 30"D 31"H	\$995.62
	Sorrento Swivel Chair (SRSWCR)	Black Base, Charcoal Vinyl	26"L 24.5"D 32.25"H	\$522.87
	Swanson Swivel Chair (SWAN)	White Vinyl	28"L 25"D 30"H	\$561.29
	Tech Chair - Non Powered, No Tablet (TCHNTP)	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$604.72
	Tech Tablet Chair - Non Powered (TCHTNP)	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$604.72
	Terrace Accent Chair (TRCHCO)	Black Base, Cognac Leather	24"L 30.5"D 31.25"H	\$940.50
Meeting Chairs				
	Brooklyn Meeting Chair (BNMCOB)	Black Vinyl, Oak-look Base	24.5"L 25.5"D 31.75"H	\$522.87
	Brooklyn Meeting Chair (BNMCOW)	White Vinyl, Oak-look	24.5"L 25.5"D 31.75"H	\$522.87
	Brooklyn Meeting Chair - Swivel (BNMCSB)	Black Vinyl, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$522.87
	Brooklyn Meeting Chair - Swivel (BNMCOSW)	White Vinyl, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$522.87
Group Seating				
	Blade Chair (BLDCRD)	Red Molded Plastic	20.5"L 19"D 30.5"H	\$103.57
	Blade Chair (BLDCBK)	Black Molded Plastic	20.5"L 19"D 30.5"H	\$103.57

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Blade Chair (BLDCSB)	Sky Blue	20.5"L 19"D 30.5"H	\$103.57	
Brewer Chair (SC3)	Onyx, Black	20"L 20"D 32"H	\$252.25	
Chelsea Chair (CCBTAZ)	Black Tower Base, Azure Blue	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCBTBK)	Black Tower Base, Black	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCBTGY)	Black Tower Base, Gray	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCBTOR)	Black Tower Base, Orange	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCBTWL)	Black Tower Base, Walnut-look	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCBTYL)	Black Tower Base, Goldenrod Yellow	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCSCAZ)	Black Swivel Base w/ Casters, Azure Blue	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCSCBK)	Black Swivel Base w/ Casters, Black	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCSCGY)	Black Swivel Base w/ Casters, Gray	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCSCOR)	Black Swivel Base w/ Casters, Orange	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCSCWL)	Black Swivel Base w/ Casters, Walnut-look	18.5"L 22"D 34"H	\$242.23	
Chelsea Chair (CCSCYL)	Black Swivel Base w/ Casters, Goldenrod Yellow	18.5"L 22"D 34"H	\$242.23	
Christopher Chair (XCHR)	White Vinyl, Chrome	17"L 19"D 35"H	\$160.37	
Duet Stack Chair (DUET)	Black, Chrome	21"L 23"D 33"H	\$111.93	
Laguna Chair (LMCHR)	Maple, Chrome	18"L 19"D 34"H	\$215.50	
Lucent Chair (LUCHCL)	Frosted, Acrylic	19.5"L 19.75"D 45.5"H	\$272.30	
Malba Chair (MALGRN)	Green	20"L 20"D 32"H	\$168.73	
Malba Chair (MALGRY)	Gray	20"L 20"D 32"H	\$168.73	
Marina Chair (MARCBE)	Ocean Blue Fabric	17.5"L 19.5"D 35"H	\$223.85	
Marina Chair (MARC BK)	Black Vinyl	17.5"L 19.5"D 35"H	\$223.85	
Marina Chair (MARC GY)	Grey Fabric/Brushed Metal	17.5"L 19.5"D 35"H	\$223.85	
Marina Chair (MARC RD)	Red Fabric	17.5"L 19.5"D 35"H	\$223.85	
Marina Chair (MARC WH)	White Vinyl	17.5"L 19.5"D 35"H	\$223.85	
Razor Armless Chair (SC10)	White	15.38"L 15.5"D 30.5"H	\$130.30	
Rustique Chair w/ arms (RSTDIN)	Gunmetal	20"L 18"D 31"H	\$225.52	
Syntax Chair (CS4)	Black, Chrome	23"L 19"D 31"H	\$300.69	
Zenith Chair (ZENCHR)	White, Chrome	18.5"L 22"D 32"H	\$242.23	
Ottomans				
Beverly Bench Ottoman (BVLYBK)	Black Vinyl	60"L 20"D 18"H	\$564.63	
Beverly Bench Ottoman (BVLYBN)	Brown Fabric	60"L 20"D 18"H	\$564.63	
Beverly Bench Ottoman (BVLYGR)	Gray Fabric	60"L 20"D 18"H	\$564.63	
Beverly Bench Ottoman (BVLYLN)	Linen Fabric	60"L 20"D 18"H	\$564.63	
Beverly Bench Ottoman (BVLYOB)	Ocean Blue Fabric	60"L 20"D 18"H	\$564.63	
Beverly Bench Ottoman (BVLYRD)	Red Fabric	60"L 20"D 18"H	\$564.63	

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Beverly Bench Ottoman (BVLYWH)	White Vinyl	60"L 20"D 18"H	\$564.63
Beverly Small Bench Ottoman (BVSMBK)	Black Vinyl	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMBL)	Ocean Blue Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMBN)	Brown Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMGN)	Olive Green Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMGY)	Gray Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSM LN)	Linen Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSM LV)	Lavender Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMOR)	Orange Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMRD)	Red Fabric	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMWH)	White Vinyl	30"L 20"D 18"H	\$434.33
Beverly Small Bench Ottoman (BVSMYL)	Yellow Fabric	30"L 20"D 18"H	\$434.33
Endless Curved Ottoman (END01B)	Black	60.5"L 37.5"D 15"H	\$696.61
Endless Curved Ottoman (END01W)	White	60.5"L 37.5"D 15"H	\$696.61
Endless Square Ottoman (END02B)	Black	34"L 34"D 15"H	\$552.94
Endless Square Ottoman (END02W)	White	34"L 34"D 15"H	\$552.94
Marche Swivel Ottoman (MAR001)	White Vinyl	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR002)	Gray Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR003)	Linen Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR004)	Raspberry Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR005)	Red Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR007)	Plum Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR008)	Meadow Green	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR010)	Blue Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR011)	Orange Fabric	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR012)	Forest Green Vinyl	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR013)	Teal Velvet	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR014)	Distressed Brown Vinyl	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR015)	Black Vinyl	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR020)	Olive Faux Sheep Fur	17"RND 18"H	\$272.30
Marche Swivel Ottoman (MAR021)	Terracotta Faux Sheep Fur	17"RND 18"H	\$272.30
Vibe Cube Ottoman (VIB01)	Green Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB02)	Blue Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB04)	Red Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB05)	Yellow Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB08)	Orange Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB09)	White Vinyl, Waterproof	18"L 18"D 18"H	\$205.48

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Vibe Cube Ottoman (VIB10)	Black Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB11)	Steel Blue Vinyl	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB12)	Silver Vinyl	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB13)	Purple Vinyl	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB14)	Citrus Green Vinyl	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB15)	Taupe Vinyl, Waterproof	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB16)	Spice Orange Vinyl	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB21)	Caramel Vinyl	18"L 18"D 18"H	\$205.48
Vibe Cube Ottoman (VIB22)	Navy Vinyl	18"L 18"D 18"H	\$205.48
Accent Tables			
Adelaide Cocktail Table (ADCTBK)	Black Top, Silver	48.875"L 25.375D 18"H	\$464.40
Adelaide Cocktail Table (ADCTGL)	Glass Top, Silver	48.875"L 25.375"D 18"H	\$464.40
Adelaide Cocktail Table (ADCTWH)	White Top, Silver	48.875"L 25.375"D 18"H	\$464.40
Adelaide End Table (ADETBK)	Black Top, Silver	21.5"L 21.5"D 18"H	\$446.03
Adelaide End Table (ADETGL)	Glass Top, Silver	21.5"L 21.5"D 18"H	\$446.03
Adelaide End Table (ADETWH)	White Top, Silver	21.5"L 21.5"D 18"H	\$446.03
Alondra Cocktail Table (ALC100)	Glass, Chrome	47"L 24"D 16"H	\$501.15
Alondra Cocktail Table (ALC200)	Wood, Chrome	47"L 24"D 17"H	\$501.15
Alondra End Table (ALE100)	Glass, Chrome	20"L 20"D 20"H	\$367.51
Alondra End Table (ALE200)	Wood, Chrome	20"L 20"D 21"H	\$367.51
Aura Round Table (AURA)	White Metal	15"RND 22"H	\$220.51
Geo Cocktail Table (C1C)	Glass, Chrome	50"L 22"D 16"H	\$395.92
Geo Cocktail Table (C1FWB)	Wood, Black	50"L 22"D 17"H	\$444.35
Geo End Table (E1C)	Glass, Chrome	26"L 26"D 20"H	\$385.89
Geo End Table (E1FWB)	Wood, Black	26"L 26"D 21"H	\$385.89
Mesa Cocktail Table (MESCTW)	Wood Top, Bronze Base	32.25"RND 17.25"H	\$309.05
Mesa Cocktail Table (MESCTB)	Black Top, Bronze Base	32.25"RND 17.25"H	\$309.05
Mesa Cocktail Table (MESCTG)	Glass Top, Bronze Base	36"RND 17.25"H	\$309.05
Mesa End Table (MESETW)	Wood Top, Bronze Base	20.5"RND 21.25"H	\$203.80
Mesa End Table (MESETB)	Black Top, Bronze Base	20.5"RND 21.25"H	\$203.80
Mesa End Table (MESETG)	Glass Top, Bronze Base	24"RND 21.25"H	\$203.80
Regis Bench/Table (REGBEN)	Brushed Metal	47"L 15.5"D 16"H	\$442.69
Regis End Table (REGOTT)	Brushed Metal	16"L 15.5"D 16.5"H	\$319.07
Silverado Cocktail Table (C1E)	Glass, Chrome	36"RND 17"H	\$436.01
Silverado End Table (E1E)	Glass, Chrome	24"RND 22"H	\$395.92
Sedona Side Table (SEDBBK)	Black Top, Bronze Base	15.75"L 15.75"D 24"H	\$205.48
Sedona Side Table (SEDBWD)	Wood Top, Bronze Base	15.75"L 15.75"D 24"H	\$205.48

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	Sedona Side Table (SEDBWH)	White Top, Bronze Base	15.75"L 15.75"D 24"H	\$205.48
	Taos Side Table (TAOBBK)	Black Top, Bronze Base	15.75"L 15.75"D 24"H	\$205.48
	Taos Side Table (TAOBWD)	Wood Top, Bronze Base	15.75"L 15.75"D 24"H	\$205.48
	Taos Side Table (TAOBWH)	White Top, Bronze Base	15.75"L 15.75"D 24"H	\$205.48
	Timber End Table (TMBTBL)	Wood	16"RND 17"H	\$268.96
	Timber Cocktail Table (TMBCKT)	Distressed Wood	30"R x 15"H	\$464.40
Café Tables w/ Standard Black Base				
	30" Round Café Table w/ Standard Black Base (30WH29)	White Laminate Top	30"RND 29"H	\$365.85
	30" Round Café Table w/ Standard Black Base (ZTB)	Red Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Standard Black Base (30AGBC)	Brushed Gunmetal	30"RND 29"H	\$365.85
	30" Round Café Table w/ Standard Black Base (ZTK)	Maple Top	30"RND 29"H	\$365.85
	30" Café Table w/ Standard Black Base (30BEBC)	Blue	30" RND 29"H	\$365.85
	30" Round Cafe Table w/ Standard Black Base (30BKSC)	Black Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Standard Black Base (30GSBC)	Green Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Standard Black Base (30OSBC)	Orange Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Standard Black Base (30YSBC)	Brushed Yellow Top	30"RND 29"H	\$365.85
	30" Round Café Table w/ Standard Black Base (ZTA)	Gray Acajou	30"RND 29"H	\$365.85
	30" Round Café Table w/ Standard Black Base (30WDBC)	Wood	30" RND 29"H	\$365.85
	36" Round Café Table w/ Standard Black Base (ZTP)	Maple Top	36"RND 29"H	\$330.76
	36" Round Café Table w/ Standard Black Base (ZTQ)	White Laminate Top	36"RND 29"H	\$330.76
	36" Round Cafe Table w/ Standard Black Base (36BKSC)	Black Top	36"RND 29"H	\$330.76
Café Tables w/ Hydraulic Base				
	30" Round Café Table w/ Hydraulic Base (30BRHC)	Red Top	30"RND 29"H	\$365.85
	30" Round Café Table w/ Hydraulic Base (30MTHC)	Maple Top	30"RND 29"H	\$365.85
	30" Round Café Table w/ Hydraulic Base (30AGHC)	Brushed Gunmetal Top	30"RND 29"H	\$365.85
	30" Round Café Table w/ Hydraulic Base (30WHHC)	White Laminate Top	30"RND 29"H	\$365.85
	30" Round Madison Café Table w/ Hydraulic Base (30MAHC)	Gray Acajou	30"RND 29"H	\$365.85
	30" Round Café Table w/ Hydraulic Base (30BEHC)	Blue	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Hydraulic Base (30BKHC)	Black Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Hydraulic Base (30GSHC)	Green Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Hydraulic Base (30OSHC)	Orange Top	30"RND 29"H	\$365.85
	30" Round Cafe Table w/ Hydraulic Base (30YSHC)	Brushed Yellow Top	30"RND 29"H	\$365.85
	30" Round Café Table w/ Hydraulic Base (30WDHC)	Wood	30" RND 29"H	\$365.85
	36" Round Café Table w/ Hydraulic Base (36MTHC)	Maple Top	36"RND 29"H	\$365.85
	36" Round Café Table w/ Hydraulic Base (36WTHC)	White Laminate Top	36"RND 29"H	\$415.96
	36" Round Cafe Table w/ Hydraulic Base (36BKHC)	Black Top	36"RND 29"H	\$365.85

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Bar Tables w/ Standard Black Base				
30" Round Bar Table w/ Standard Black Base (30WH42)	Liquid White Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (VTB)	Red Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30AGBB)	Brushed Gunmetal Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30BKSB)	Black Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30OSBB)	Orange Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30GSBB)	Green Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30YBBB)	Brushed Yellow Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (VTK)	Maple Top	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (VTA)	Gray Acajou	30"RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30WDBB)	Wood	30" RND 42"H		\$365.85
30" Round Bar Table w/ Standard Black Base (30EBBB)	Blue	30" RND 42"H		\$365.85
36" Round Bar Table w/ Standard Black Base (VTP)	Maple Top	36"RND 42"H		\$330.76
36" Round Bar Table w/ Standard Black Base (36BKSB)	Black Top	36"RND 42"H		\$330.76
36" Round Bar Table w/ Standard Black Base (VTW)	White Laminate Top	36"RND 42"H		\$330.76
Rustique Square Metal Bar Table (RSTSQT)	Gunmetal	23.75"L 23.75"D		\$365.85
Bar Tables w/ Hydraulic Base				
30" Round Bar Table w/ Hydraulic Base (30BRHB)	Red Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30MTHB)	Maple Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30AGHB)	Brushed Gunmetal Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30WHHB)	White Laminate Top	30"RND 45"H		\$365.85
30" Round Madison Bar Table w/ Hydraulic Base (30MAHB)	Gray Acajou	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30BEHB)	Blue	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30BKHB)	Black Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30GSHB)	Green Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30OSHB)	Orange Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30YSHB)	Brushed Yellow Top	30"RND 45"H		\$365.85
30" Round Bar Table w/ Hydraulic Base (30WDHB)	Wood	30" RND 45"H		\$365.85
36" Round Bar Table w/ Hydraulic Base (36MTHB)	Maple Top	36"RND 45"H		\$507.83
36" Round Bar Table w/ Hydraulic Base (36WTHB)	White Laminate Top	36"RND 45"H		\$507.83
36" Round Bar Table w/ Hydraulic Base (36BKHB)	Black Top	36"RND 45"H		\$507.83
Barstools				
Banana Barstool (BSS)	Black, Chrome	21"L 22"D 30"H		\$375.87
Banana Barstool (BST)	White, Chrome	21"L 22"D 30"H		\$375.87
Blade Barstool (BLDBBK)	Black Molded Plastic	20.5"L 20"D 40.5"H		\$195.46
Blade Barstool (BLDBRD)	Red Molded Plastic	20.5"L 20.125"D 40.5"H		\$195.46
Blade Barstool (BLDBSB)	Sky Blue Molded Plastic	20.5"L 20.125"D 40.5"H		\$195.46

CUSTOM FURNISHINGS ORDER FORM

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Company Name	Tel #	Booth Number
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Blade Barstool (BLDBWH)	White Molded Plastic	20.5"L 20"D 40.5"H	\$195.46
Christopher Barstool (XBAR)	White Vinyl, Chrome	19"L 15"D 41"H	\$272.30
Chelsea Barstool (CBSBAZ)	Black Tower Base, Azure Blue	18.5"L 22"D 46"H	\$243.89
Chelsea Barstool (CBSBBK)	Black Tower Base, Black	18.5"L 22"D 46"H	\$243.89
Chelsea Barstool (CBSBGY)	Black Tower Base, Gray	18.5"L 22"D 46"H	\$243.89
Chelsea Barstool (CBSBOR)	Black Tower Base, Orange	18.5"L 22"D 46"H	\$243.89
Chelsea Barstool (CBSBWL)	Black Tower Base, Walnut-look	18.5"L 22"D 46"H	\$243.89
Chelsea Barstool (CBSBYL)	Black Tower Base, Goldenrod Yellow	18.5"L 22"D 46"H	\$243.89
Kamden Barstool (KABSWH)	Chrome Base, White Vinyl	16.5"L 19"D 25"-33.5"	\$437.67
Laguna Barstool (LMBAR)	Maple, Chrome	18"L 20"D 47"H	\$272.30
Lift Barstool (ROLLBL)	Black Vinyl	15"RND 23-33.5"H	\$319.07
Lift Barstool (ROLLGY)	Gray Vinyl	15"RND 23-33.5"H	\$319.07
Lift Barstool (ROLLRD)	Red Vinyl	15"RND 23-33.5"H	\$319.07
Lift Barstool (ROLLWH)	White Vinyl	15"RND 23-33.5"H	\$319.07
Lucent Barstool (LUBSCL)	Frosted, Acrylic	22"L 22.5"D 45.5"H	\$392.57
Marina Barstool (MARBBE)	Ocean Blue Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$420.97
Marina Barstool (MARBK)	Black Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$420.97
Marina Barstool (MARBGY)	Gray Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$420.97
Marina Barstool (MARBRD)	Red Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$420.97
Marina Barstool (MARBWH)	White Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$420.97
Rustique Barstool (RSTSTL)	Gunmetal	13"L 13"D 30"H	\$205.48
Shark Barstool (BS001)	White, Chrome	22"L 19"D 34-44"H	\$479.44
Sorrento Barstool (SRBSCR)	Charcoal Vinyl	23"L 19"D 43.25"H	\$499.49
Syntax Barstool (BSR)	Black, Chrome	23"L 19"D 32"H	\$329.10
Zenith Barstool (ZENBAR)	White, Chrome	19"L 20"D 44"H	\$243.89
Zoey Barstool (BS002)	White, Chrome	15"L 16"D 26-30.5"H	\$441.01
Conference Tables			
5' Table (BKCT5N)	Black Top, Silver	60"L 48"D 29"H	\$726.67
5' Table (CONF5)	White Top, Silver	60"L 48"D 29"H	\$735.02
8' Table (BKCT8N)	Black Top, Silver	96"L 48"D 29"H	\$1,441.65
8' Table (CONF8)	White Top, Silver	96"L 48"D 29"H	\$1,394.87
10' Table (BKC10N)	Black Top, Silver	120"L 48"D 29"H	\$1,441.65
10' Table (CONF10)	White Top, Silver	120"L 48"D 29"H	\$1,394.87
42" Round Madison Conference Table (CB8)	Gray Acajou	42"RND 29"H	\$609.74
42" Round Table (CONF42)	White Laminate	42"RND 29"H	\$609.74
42" Round Table (42BKCT)	Black Top, Black	42"RND 29"H	\$609.74

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SOHO Expo 2026
Gaylord Palm Resort & Convention Center
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Atomic 36" Round Table (36ATO)	Glass	36"RND 30"H	\$484.45
Atomic 42" Round Table (42ATO)	Glass	42"RND 30"H	\$484.45
Geo Table, Rectangle (CF2)	Glass, Black	60"L 36"D 29"H	\$694.93
Geo Table, Rounded Square (CE1)	Glass, Chrome	42"L 42"D 29"H	\$494.47
Madison 10' Table (MADC10)	Gray Acajou	120"L 48"D 29"H	\$1,441.65
Madison 5' Table (MADC05)	Gray Acajou	60"L 48"D 29"H	\$726.67
Madison 8' Table (MADC08)	Gray Acajou	96"L 60"D 29"H	\$1,441.65
Work Table (WD3)	White Laminate, White	48"L 24"D 30"H	\$511.17
Executive Chairs			
Ace High Back Chair (ACHBCB)	Black Vinyl, Chrome	26"L 26"D 42.25-44"H	\$546.26
Ace Mid Back Chair (ACMBCB)	Black Vinyl, Chrome	26"L 26"D 33.25-33.75"H	\$357.49
Ace High Back Chair (ACEHBC)	White Vinyl, Chrome	26"L 26"D 42.25-44"H	\$546.26
Ace Mid Back Chair (ACEMBC)	White Vinyl, Chrome	26"L 26"D 33.25-33.75"H	\$357.49
Cupertino Mid Back Chair (CUPCHA)	Black Vinyl	27"L 30.5"D 40-43"H	\$427.65
Genesis Chair (GENCHA)	Black	27.5"L 27.5"D 40-43.5"H	\$374.19
Task Stool (TASKST)	Black Fabric	27.5"L 27.5"D 32.75"-40.25"H	\$223.85
Communal Tables w/ Solid Tops			
Ventura Communal Bar Table (VNTBNP)	Black Top, Silver Frame	72.25"L 26.25"D 42"H	\$1,025.69
Ventura Communal Bar Table (VNTMNP)	Maple Top, Silver Frame	72.25"L 26.25"D 42"H	\$1,025.69
Ventura Communal Bar Table (VNTWNP)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$1,025.69
Ventura Communal Café Table (VNTCMN)	Maple Top, Silver Frame	72.25"L 26.25"D 30"H	\$415.96
Ventura Communal Café Table (VNTCBN)	Black Top, Silver Frame	72.25"L 26.25"D 30"H	\$415.96
Ventura Communal Café Table (VNTCWN)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$415.96
Communal Tables w/ Grommet Holes			
Ventura Communal Café Table w/ Grommet Holes (VNTCWW)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$811.86
Ventura Communal Bar Table w/ Grommet Holes (VNTBWW)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$1,025.69
Office & Product Displays			
3 Drawer File Cabinet on Castors (TECH3)	Black Metal, Laminate	16"L 20"D 28"H	\$220.51
Madison Bookcase (BC8)	Gray Acajou	36"L 12"D 72"H	\$654.84
Madison Executive Desk (JD8)	Gray Acajou	60"L 30"D 29"H	\$907.09
Posh Shelving (PSHCCS)	Chrome, Acrylic	36"L 18"D 72"H	\$771.77
Powered Locking Pedestal, 36" (PDL36B)	Black	24"L 24"D 36"H	\$785.14
Powered Locking Pedestal, 36" (PDL36W)	White	24"L 24"D 36"H	\$785.14
Powered Locking Pedestal, 42" (PDL42B)	Black	24"L 24"D 42"H	\$928.80

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Billing Address	Email	
City / State / Zip	Signature	

Powered Locking Pedestal, 42" (PDL42W)	White	24"L 24"D 42"H	\$928.80
Tech Desk, Powered (TECH)	Black Metal, Laminate w/electrical unit	60"L 30"D 30"H	\$706.63
Tech Desk, Powered w/ 3 Drawer File Cabinet (TECH3B)	Black Metal, Laminate w/electrical unit	60"L 30"D 30"H	\$861.98
Lamps			
Mason Floor Lamp (LA15)	Brushed Silver	18"RND 55"H	\$337.44
Mason Table Lamp (LA14)	Brushed Silver	16"RND 26"H	\$220.51
Bars			
Midtown Bar, Lighted w/ Plug In (MTBLPI)	Pewter	60"L 18"D 42"H	\$2,353.74
Midtown Bar, Unlighted (MTBUUL)	Pewter	60"L 18"D 42"H	\$2,203.40
Greenery			
Boxwood Hedge, 4' (HDG4FT)	Green	46"L 9"D 47"H	\$694.93
Boxwood Hedge, 7' (HDG7FT)	Green	36.5"L 12"D 84"H	\$1,140.96

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order. The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, eventservices@ags-expo.com. Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline but before show move-in begins may incur a minimum 50% cancellation fee. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Subtotal: _____

19% Service Charge: _____

Sales Tax (7.50%): _____

Total Custom Furnishings Order: _____

CUSTOM FURNISHINGS ORDER FORM

Booth Labor & Cleaning

Information and Order Forms

Booth Labor Order Form	97
Booth Cleaning Order Form	99
Booth Layout Form.....	100

How Can We Help?

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SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
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Company Name	Tel #	Booth Number
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Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$137.95	\$172.44
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$206.92	\$258.65
Double-Time:	All day Sunday and observed Holidays where applicable.	\$264.14	\$330.17

• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)				Total Labor Cost:	\$	\$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

AGS Supervision Install Dismantle

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, **AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.**

Exhibitor must also include outbound shipping instructions with this labor order.
 (SEE OUTBOUND BOL/SHIPPING LABEL REQUEST FORM)

On-Site Representative Name/Company & Cell: _____

Exhibitor Supervision Install Dismantle

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). **Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.**

Must provide Twenty-four (24) hour notice of cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per laborer ordered.

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____

AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____

Sales Tax (7.50%): \$ _____

Total Booth Labor: \$ _____

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BOOTH LABOR ORDER FORM



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 Gaylord Palm Resort & Convention Center
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 September 10-13, 2026

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood) _____ Skid (Pallet) _____ Cases (Plastic) _____ Carton (Cardboard) _____ Anvil Case/Trunks _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

- Ship via official show freight carrier, **ABF Freight**
 Ship via carrier of exhibitor's choice - Name of Carrier _____
 • If selecting a carrier other than ABF Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - A minimum fee of \$850.00 will be charged. *Fee may be greater. See Material Handling Info & Rates form for full terms of service

Is this shipment Prepaid or Collect (Please select one):

*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____
 Contact Name: _____ Cell: _____
 Freight Charges Billed to (Company): _____
 Address: _____
 City: _____ State: _____ Zip: _____

OUTBOUND BILL OF LADING / SHIPPING LABEL REQUEST



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal, and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)
--

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- Vacuuming Nightly \$0.92/sq. ft.* Vacuuming Once Before Event \$1.01/sq. ft.

**Please calculate for (2) event days.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- Periodic Porter Service - Daily .. \$207.64/day** Day-Specific Porter Service \$233.80/day

***Please calculate for (2) event days.*

(Please indicate days) _____

- Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal, and other similar labor services.

Quoted as needed.***

- **Straight-Time:** \$119.98/hr . 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$140.89/hr . 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Double-Time:** \$165.96/hr . all day Sunday and observed Holidays, where applicable.

****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

- Shampooing of Carpet* \$1.61/sq. ft.
 Mopping and Waxing*..... \$1.61/sq. ft.
 Anti-Static Carpet Treatment.... \$0.46/sq. ft

*Shampooing and mopping available before show opens **ONLY**

**Cancellation requests received within twenty-four (24) hours of service will be subject to a 100% cancellation fee*

Total Order

Total Sq. Ft.

X

Vacuuming: \$1.01/sq. ft. or \$0.92/sq. ft. x _____ Days = \$ _____
Shampooing/Mopping: \$1.61/sq. ft. x _____ Days = \$ _____
Anti-Static Treatment: \$0.46/sq. ft. x _____ Days = \$ _____
Porter Service: \$233.80 or \$207.64/day x _____ Days = \$ _____

Tax (7.50%): \$ _____

Total Booth Cleaning Order: \$ _____

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BOOTH CLEANING ORDER FORM



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
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 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- Pegboard / Tackboard - *Seating & Accessories Form*
- Special Colored Drape - *Seating & Accessories Form*
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- Installation and Dismantling - *Labor Order Form*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent booth or aisle number:

indicate adjacent booth or aisle number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

BOOTH LAYOUT FORM

Shipping & Material Handling

Information and Order Forms

Quick Glance - Material Handling Process	102
Material Handling & Rates	103
Special Handling Definitions	107
Reducing Material Handling Costs	108
Freight Re-Route Policy	109
Shipping Addresses	110
Shipping Labels.....	111
Loading Dock Pass	113
Material Handling Estimate Form	114
Outbound Bill of Lading/Shipping Label Request	115
Inbound Shipping Information Form	116
Cartload Service Order Form	117
Premium Empty Return Service.....	118
Terms & Conditions of Contract - Material Handling Services	119
ABF Freight	125

How Can We Help?

BEFORE THE EVENT

From your location or previous event



To your location or next event

AFTER THE EVENT

Storage of Empty Containers



Advance Warehouse

Where your materials are stored before the show



Storage of Empty Containers

Holding your crates/boxes/containers for you during the show



Premium Return Service Available

Labeling your empty containers for priority return to your booth at the end of the show for a speedy exit. Service fee will apply. Contact Event Services for more information.



Material Handling

Round trip service includes receiving materials at the dock area, delivering to your booth, storage of empty containers during the event, movement of materials back to the dock and on loading your carrier.



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Gaylord Palm Resort & Convention Center
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Deadline Date
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Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number, and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number, and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses, or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area, and reloading on outbound truck(s). **The ROUND TRIP RATE of \$148.46 applies for each 100 lbs. or fraction thereof per shipment with a 200 lb. minimum per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$44.54 per 100 lbs. with a 200 lb. minimum.**

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Gaylord Palm Resort & Convention Center and labeled with appropriate show name and booth number.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Material Handling Information & Rates

Direct Shipments to Exhibit Site - Services & Rates cont..

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$141.00 applies for each 100 lbs. or fraction thereof per shipment with a 200 lb. minimum per shipment.**

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- A vehicle checks-in or is unloaded at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

4. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
5. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
6. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- For each 100 lbs. or fraction thereof per shipment, the rate is **\$42.30 with a 200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to, but is not limited to, moving van shipments or shipments by any trucks which, because of their truck bed height, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck, or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of \$211.50 applies for each 100 lbs. or fraction thereof per shipment with a 200 lb. minimum per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Gaylord Palm Resort and labeled with appropriate show name, company name, and booth number. Such items considered small packages are cartons, envelopes, and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks at the exhibit site and delivered to the exhibitor's booth.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Material Handling Information & Rates

Small Package Rates cont..

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where the first piece is \$72.00 and each subsequent piece is \$30.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service.

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. **If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$850.00 for transportation and/or storage. Drayback fees are based on conditions at the time of service and will range from \$850 to \$2,500. Please note that these fees cover the movement of your materials from the event to the local warehouse only and do not include any final shipping or handling charges.** AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling. **Post-show disposal of all empty crates, carpeting or display materials are the responsibility of the exhibitor including disposition or return to company warehouse. Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee beginning at \$500, depending on size and weight. This service fee will be charged by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.**



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Special Handling Definitions

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer is loaded in a particular sequence to ensure fit.

Stacked, Cubed-Out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Improper Weight

- Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

**Discount Price
 Deadline Date
 AUGUST 28th**
Method of payment must accompany your order



Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.
- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$148.46 per cwt. 200 lbs. min. = \$296.92	
43 lbs.	charged @ \$148.46 per cwt. 200 lbs. min. = \$296.92	
64 lbs.	charged @ \$148.46 per cwt. 200 lbs. min. = \$296.92	TOTAL = \$890.76

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$148.46 per cwt. 200 lbs. min. = \$296.92	TOTAL = \$296.92
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SAVE \$593.84

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REDUCING MATERIAL HANDLING COSTS



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
Method of payment must accompany your order



Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Sunday, September 13th by 4:30 PM

Freight Re-Route Time: Sunday, September 13th at 4:31 PM

What is Freight Re-Route?

A “re-route” occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center, and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official “permission” by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors, and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services, and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, **we require that someone from your company remain with the shipment until it is picked-up.** Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

**Discount Price
 Deadline Date
 AUGUST 28th**
Method of payment must accompany your order



Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Material Handling fees will apply to all shipments delivered to the exhibit site or the advance warehouse. Please see the Material Handling Estimate Form for rates & information. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Advance Shipments to Warehouse

[Company Name] - [Booth #]
 SOHO Expo 2026
 AGS Expo Services c/o ABF Freight
 3732 Bryn Mawr
 Orlando, FL 32808

Delivery Window

- Deliveries only accepted between 8/12/26 - 9/4/26
- Receiving Dock Open: Monday - Friday 9:00 AM - 4:30 PM
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

[Company Name] - [Booth #]
 SOHO Expo 2026
 AGS Expo Services
 c/o Gaylord Palms Resort & Convention Center
 Halls A-C
 6000 Osceola Pkwy,
 Kissimmee, FL 34746

Delivery Window

- Friday, September 11, 2026 - 8:00 AM - 7:00 PM
- Saturday, September 12, 2026 - 8:00 AM - 11:00 AM
- All booths must be set by 11:00 AM on Saturday, September 12, 2026.

- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- **Mislabeled packages have the potential of being refused at show site.** Please remember to include your company name, booth number, show name, and **AGS Expo Services c/o Gaylord Palm Resort & Convention Center or ABF Freight** on all packages sent to either the advance warehouse or direct shipments to exhibit site **AND** remove all old labels from packaging.

SHIPPING ADDRESSES



**TO: AGS Expo Services
c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808**

SOHO Expo 2026

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
8/12/26 - 9/4/26**

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services
c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808**

SOHO Expo 2026

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
8/12/26 - 9/4/26**

ADVANCE SHIPPING LABEL



TO: AGS Expo Services
c/o Gaylord Palms Resort &
Convention Center
Halls A-C
6000 Osceola Pkwy,
Kissimmee, FL 34746

SOHO Expo 2026

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Friday, September 11, 2026 - 8:00 AM - 7:00 PM

Saturday, September 12, 2026 - 8:00 AM - 11:00 AM

DIRECT SHIPPING LABEL

✂ _____ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE _____ ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o Gaylord Palms Resort &
Convention Center
Halls A-C
6000 Osceola Pkwy,
Kissimmee, FL 34746

SOHO Expo 2026

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Friday, September 11, 2026 - 8:00 AM - 7:00 PM

Saturday, September 12, 2026 - 8:00 AM - 11:00 AM

DIRECT SHIPPING LABEL

LOADING DOCK PASS

Load In & Parking Instructions

- Access into the building through the loading dock area is only available for the below hours. Outside of these times you will only be able to enter and exit through the Convention Center Entrance. See the reverse side for Guest Parking directions.
 - 9/11 8:00 AM - 7:00 PM
 - 9/12 7:00 AM - 11:00 AM
 - 9/13 2:300 PM - 9:00 PM (For Load Out)
- Exhibitors must have this pass on dashboard to gain access to the loading dock area.
- Each exhibitor will have 20 minutes to unload their items and remove their vehicle from the dock area.
- Someone must accompany the vehicle at all times.
- No parking is allowed in front of trailers or dumpsters.

Please fill out contact information below and leave on the dashboard.

Exhibitor Name: _____

Cell Phone Number: _____

**** Dock Access for load out will be on 9/13 from 3PM – 5PM. Exhibitors must pack up booths before bringing a car to the docks.**

Thank you for exhibiting at SOHO Expo 2026.



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Estimate Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

MATERIAL HANDLING RATES (DEADLINE DATES)

Advance Warehouse - (8/12/26 - 9/4/26)

- \$148.46 per 100 lbs, 200 lbs min. per shipment

Special Handling at Show Site - (9/11/26-9/12/26)

- \$211.50 per 100 lbs, 200 lbs min. per shipment

Direct to Show Site - (9/11/26-9/12/26)

- \$141.00 per 100 lbs, 200 lbs min. per shipment

Small Packages - <30 lbs - (Show Site Only)

- \$72.00 1st Carton, \$30.00 each add., per shipment

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend and/or after 4:30 PM move-in / move-out.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$148.46 per 100 lbs. (200 lbs. min, \$296.92 Minimum per shipment)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs.= \$ _____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$141.00 per 100 lbs. (200 lbs. min, \$282.00 Minimum per shipment)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs.= \$ _____

- *Materials received prior to move-in date/time will be assessed an off-target charge or may be refused by the facility.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ \$211.50 per 100 lbs. (200 lbs. min, \$423.00 Minimum per shipment)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs.= \$ _____

Small Packages at Show Site ONLY

We will ship.... _____ Packages @ \$72.00 for the first package and \$30.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$72.00 / \$30.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

30% Overtime Surcharge (Subtotal x 30%): \$ _____

Sales Tax (7.50%): \$ _____

Total Material Handling Cost: \$ _____

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Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

MATERIAL HANDLING ESTIMATE FORM



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood) _____ Skid (Pallet) _____ Cases (Plastic) _____ Carton (Cardboard) _____ Anvil Case/Trunks _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

- Ship via official show freight carrier, **ABF Freight**
- Ship via carrier of exhibitor's choice - Name of Carrier _____
- If selecting a carrier other than ABF Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - A minimum fee of \$850.00 will be charged. *Fee may be greater. See Material Handling Info & Rates form for full terms of service

Is this shipment Prepaid or Collect (Please select one):

*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____
 Contact Name: _____ Cell: _____
 Freight Charges Billed to (Company): _____
 Address: _____
 City: _____ State: _____ Zip: _____

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
 September 10-13, 2026

Discount Price Deadline Date
AUGUST 28th
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: Common Carrier Van Line Company Vehicle Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

Shipments Direct to Show Site *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: Common Carrier Van Line Company Vehicle Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

INBOUND SHIPPING INFORMATION FORM



SOHO Expo 2026
 Gaylord Palm Resort & Convention Center
 Kissimmee, FL
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form

AGS will provide cartload service for your event during exhibitor move-in and move-out, with equipment and personnel available to assist.

Availability of Service

Move-In:

Friday, September 11, 2026 - 8:00 AM - 7:00 PM
 Saturday, September 12, 2026 - 8:00 AM - 11:00 AM

Move-Out:

Sunday, September 13, 2026 - 2:30 PM - 9:00 PM

Scheduling Cartload Services

- Cartload service is available only during move-in and move-out.
- Pre-ordered services will have priority access to the loading dock and labor. On-site requests are first-come, first-served.
- All exhibitors must check in at the loading dock, and vehicles must be removed immediately after unloading.**

Limits of Services

- Applicable only to Privately Owned Vehicles (POVs) such as cars, pickup trucks, passenger vans, etc.
- Maximum weight for cartload service is 199 lbs. Limit two cartloads per exhibitor for move-in and two for move-out.
- Over 199 lbs. in total will incur material handling charges.**

VEHICLES THAT QUALIFY:



VEHICLES THAT DO NOT QUALIFY:



Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload is \$161.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	1	\$161.00	\$161.00
Sales Tax (7.50%):			\$
Total Cartload Service Order:			\$

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

CARTLOAD SERVICE ORDER FORM



SOHO Expo 2026
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 Kissimmee, FL
 September 10-13, 2026

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AUGUST 28th
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



NEED AN EXPEDITED MOVE-OUT?

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With **Premium Empty Return Service** you will get your materials returned as a priority to expedite dismantle and reduce long move-outs.

As a white glove service, our team will make every effort to deliver your labels to the booth during move-in. You may also visit the **AGS Service Desk** on-site to obtain these labels. Service is subject to availability based on volume.

**Premium Empty Return Service: \$175.00 First Piece
 +\$100.00 Each Additional Piece**



- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is **NOT** available for skids.



Yes, we would like Premium Return Service

Qty we are storing: ___ Crates ___ Boxes ___ Fiber Containers ___ Anvil Cases ___ Other

Total: \$175.00 First Piece + (\$100.00 x ___ Pieces) + 7.50% Sales Tax= \$_____



- This is a limited service and we ask that you make your **Premium Empty Return Service** reservations in advance.
- This service must be established prior to the removal of materials from the show floor. [The exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.](#)
- This is not an alternative to **Material Handling**. **Material Handling** services must be established prior to ordering this service.
- All **Premium Empty Return Service** labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.
- Taxes added where applicable.
- **Cancellation Policy:** **Premium Return Service** is a reserved space managed service. All cancellations must be made seven days prior to the event. Cancellations within seven days will be refunded 50%. No refunds will be made for on-site cancellations.

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PREMIUM EMPTY RETURN SERVICE



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Deadline Date
AUGUST 28th**
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Terms & Conditions of Contract - Material Handling Services

Acceptance. By accepting any goods and/or services (“Services”) provided by AGS Exposition Services, Inc. (“AGS”) and/or its carriers, contractors, and each of their agents (collectively, the “AGS Parties”), the Customer and any other party with an interest in, or who benefits from, such goods or Services agree to be bound by these Terms and Conditions (this “Agreement”).

Changes. AGS may modify these Terms and Conditions in its sole discretion upon advance notice to affected parties.

1. Scope; Binding Effect

These Terms bind AGS, Customer, and their respective agents and representatives, as well as any shipper, consignee, customer-contracted labor (including installation and dismantle companies and personnel), and any other party with an interest in or benefiting from the Services. Each such party receives the benefit of, and is bound by, all provisions herein, including time limits and limitations of liability. Customer is solely responsible for ensuring such parties have received and consented to this Agreement.

2. Scope of Labor and Material Handling Services.

These Terms govern all services performed by AGS Exposition Services, Inc. (“AGS”), including material handling, drayage, storage, transportation, and, **if AGS directly offers such services**, any labor or related work such as installation and dismantle, rigging, carpentry, cleaning, or similar on-site or off-site event labor. Any other labor services not specifically listed but performed by AGS or its authorized agents are likewise governed by these Terms. Where a venue, facility, or project mandates that certain categories of labor (for example, cleaning, electrical, or rigging) be performed exclusively by another provider, AGS shall not be deemed the provider of those services and shall bear no responsibility or liability for the acts, omissions, or performance of such exclusive contractors.

3. Definitions

“AGS” means AGS Exposition Services, Inc., a Florida corporation, including its agents and employees.

“Carrier” means motor carriers, van lines, air carriers, and air or surface freight forwarders.

“Cold Storage” means storage of Goods in a climate-controlled area, whether or not deemed perishable.

“Accessible Storage” means holding of Goods in an area from which Goods may be removed for replenishment or access during event days or between open hours. Accessible Storage is space-only and is **not** insurance or a bailment, and confers no custody, security, inventory control, or condition guarantee by AGS.

“Consignee” means the party to whom Goods are shipped.

“Customer” means any exhibitor, event participant, or other party requesting Goods or Services from AGS.

“Event Site” means the venue(s) where the relevant event, trade show, or exhibition occurs, including docks and staging areas.

“Goods” means exhibits, property, materials, equipment (including electronic equipment), displays, and any other commodities for which AGS is requested to provide or perform Services (e.g., shipping, drayage, assembly, or disassembly).

“HAZMAT” has the meaning set forth in 49 C.F.R. Parts 171–177, as amended.

“ICCTA” means Part B, 49 U.S.C. §§ 13101–14914 (ICC Termination Act of 1995), as amended. “Services” includes, without limitation, warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, and logistics, whether performed by AGS and/or its carriers, contractors, and agents.

“Shipper” means any party tendering Goods to a Carrier for transportation. 4. Customer Obligations

a. Payment for Services. Customer, Shipper, and Consignee are jointly and severally liable for all charges for Services performed by the AGS Parties. Upon placing an order (online, by fax, by phone, or via on-site work order), Customer authorizes AGS to charge any provided credit card for all Goods and Services rendered, including after Customer’s departure.

b. Credit Terms. Unless otherwise agreed in writing by AGS, all charges are due before Goods are delivered or Services performed. AGS may require prepayment or other written guarantees. Failure to pay when due may result in cash-in-advance terms for future orders. AGS may hold Goods for non-payment and assess storage/handling fees. Any balance unpaid 30 days after delivery accrues interest at **1.5% per month** until paid. Customer shall be responsible for all reasonable costs of collection, including attorneys’ fees, experts’ fees, and court costs.



SOHO Expo 2026
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**Discount Price
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Terms & Conditions of Contract - Material Handling Services

c. HAZMAT Compliance. Customer must disclose any HAZMAT in its packages; comply with all applicable HAZMAT laws; ensure each package is accurately described, properly marked, addressed, and adequately packaged; provide all DOT-required documentation; and provide/affix all required placards. Customer must provide AGS and Carrier accurate information enabling proper disclosures.

d. Customer-Selected Carriers. Where Customer designates its own Carrier, AGS acts solely as Customer's agent for tender and release. Any delay, loss, damage, refusal, detention, reconsignment, reweigh, add-on charges, or service failures by Customer's Carrier are solely between Customer and that Carrier; Customer shall defend, indemnify, and hold the AGS Parties harmless from all resulting claims, charges, or liabilities. **AGS is not responsible for carrier freight charges, re-ratings, corrected charges, or other tariff adjustments; Customer remains solely liable to the carrier for such amounts.**

5. ICCTA Waiver; Mutual Indemnification

a. ICCTA Waiver. To the extent permissible by law, the parties expressly waive any conflicting rights or remedies under the ICCTA.

b. Customer Indemnification. Except to the extent caused by AGS's gross negligence or willful misconduct, Customer shall defend, indemnify, and hold harmless the AGS Parties from all claims, demands, suits, liabilities, damages, costs, and expenses (including reasonable attorneys', experts', and consultants' fees and court costs) arising out of or related to injury, death, or damage to property other than Goods, and from the acts/omissions of Customer, its agents, contractors (including I&D labor), subtenants, licensees, invitees, or anyone present at Customer's request.

Customer acknowledges the Event Site is an active work zone and all such persons are present at their own risk.

c. AGS Indemnification. Subject to Sections 4 and 5, AGS will defend, indemnify, and hold harmless Customer from third-party claims for injury, death, or damage to property other than Goods, but only to the extent caused by AGS's gross negligence or willful misconduct. This obligation does not apply to claims arising (i) from persons present in areas marked "off limits to exhibitors," or (ii) when persons are present at the facility outside the effective dates/hours of Customer's event space lease.

d. Waiver of Subrogation. Customer waives, and shall cause its insurers to waive, rights of recovery and subrogation against the AGS Parties to the extent permitted by law. Customer shall obtain insurance policy endorsements reflecting such waivers upon AGS's request.

6. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY, OR PUNITIVE DAMAGES (INCLUDING LOST PROFITS/INCOME, LOSS OF USE, OR BUSINESS INTERRUPTION). Subject to Section 6, AGS is liable for loss or damage to Goods only if caused **solely and directly** by AGS's **gross negligence or willful misconduct**. AGS is not liable for loss, damage, or delay resulting from acts of God, weather, epidemic/pandemic, supply-chain or transportation disruptions, cyber events, act or default of Customer/Shipper/Carrier/owner, the inherent nature of Goods, public enemy/authority, labor disputes, terrorism, or war.

Reasonable Dispatch. AGS does not guarantee any particular schedule for handling, loading, or release to carriers; Services are provided with **reasonable dispatch**, subject to marshaling, load sequencing, and safety.

Aggregate Cap. For any event, shipment, or project, AGS's total cumulative liability shall not exceed the lesser of (i) the amounts stated in Section 8(a), or (ii) the total fees actually paid to AGS for the specific Services giving rise to the claim. **UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY, OR PUNITIVE DAMAGES (INCLUDING LOST PROFITS/INCOME, LOSS OF USE, OR BUSINESS INTERRUPTION).** Subject to Section 6, AGS is liable for loss or damage to Goods **only** if caused **solely and directly** by AGS's **gross negligence or willful misconduct**. AGS is not liable for loss, damage, or delay resulting from acts of God, weather, epidemic/pandemic, supply-chain or transportation disruptions, cyber events, act or default of Customer/Shipper/Carrier/owner, the inherent nature of Goods, public enemy/authority, labor disputes, terrorism, or war.

7. No Liability for Loss or Damage to Goods

a. Condition of Goods. No liability for uncrated freight, improperly packed freight, glass breakage, concealed damage, ordinary wear and tear, or damage to



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
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September 10-13, 2026

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Deadline Date
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Terms & Conditions of Contract - Material Handling Services

shrink-wrapped Goods. Goods must withstand handling by heavy equipment (e.g., forklifts, cranes, dollies).

b. Receipt of Goods. No liability for Goods received without receipts/freight bills or without piece counts, or for bulk shipments (e.g., UPS, air freight, van lines). Such Goods are delivered to booth without guaranteed piece count or condition.

c. Force Majeure. No liability for loss/damage due to events listed in Section 5 (force majeure and similar causes).

d. Cold Storage. Stored at Customer's sole risk.

e. Empty Storage. No liability for loss or damage to Goods, crates, or contents while containers are in empty storage. Customer must affix AGS "Empty" labels and remove any pre-existing labels.

f. Freight Re-Route / Drayback / Abandonment; Missed Pickup Window. Customer is responsible for accurate outbound paperwork and labels. Goods left on the floor after the event closing deadline—or when Customer's Carrier fails to check in by the published outbound cutoff or within **30 minutes** of the scheduled pickup window—may be removed and shipped or drayed at AGS's discretion and at Customer's expense, including return shipping. If drayed back to a warehouse, a **Service Fee minimum of \$850.00** applies for transportation and/or storage; **drayback fees typically range from \$850 to \$2,500** (movement to local warehouse only; excludes final shipping/handling). After drayback, **storage/demurrage and administrative charges will accrue at AGS's posted rates then in effect** (available at the AGS Service Desk), **per day** with a daily minimum. Items abandoned by exhibitors are subject to a **Service Fee beginning at \$500**, in addition to any venue or Carrier charges. AGS assumes no liability for any re-routing, drayback, storage, or disposal.

g. Concealed Damage / Fragile or Improperly Packaged Goods. No liability for concealed loss/damage, including to glass, electronics, prototypes, original art, uncrated Goods, or improperly packaged/labeled items.

h. Unattended Goods. From inbound receipt through outbound loading—including the entire event term—AGS assumes no liability for loss/damage to unattended Goods. Customer must insure its Goods.

i. Unattended or Attended Booths. AGS is not liable for

any loss or damage while Goods are in Customer's booth at any time, whether the booth is attended or unattended, **and continuing until tender to the Carrier-of-record and documented receipt by that Carrier (e.g., signed bill of lading, dock receipt, or electronic handoff confirmation).** Outbound forms/bills of lading will be checked at pickup; discrepancies in count/condition will be documented.

j. Special Handling Needs. No liability for loss, damage, or delays for Goods requiring special devices or facilities unless AGS received advance notice sufficient to obtain proper equipment. AGS may refuse movement/acceptance when equipment/facility limitations exist. Customer must arrange special needs with AGS (or alternate agents where AGS cannot perform due to contractual or legal limits).

k. Mitigation; Perishables; Unsafe or Leaking Goods. AGS may, but is not obligated to, take reasonable steps to protect perishable, unsafe, or leaking Goods (including segregation, over-packing, neutralization, or **disposal without compensation**). Customer is responsible for all related costs and shall indemnify the AGS Parties for resulting claims.

l. Accessible Storage. Storage charges are for space only and are **not** insurance, a bailment, or a guarantee of custody, security, inventory control, or condition. AGS assumes **no liability** for any loss, damage, theft, misplacement, shrinkage, or deterioration while Goods are in Accessible Storage. Customer remains solely responsible for insuring Goods and accepts all risk. **Daily charges apply at AGS's posted rates then in effect.**

8. Agency Status; Substitution of Carriers

a. Agency Only; Not a Bailee/Shipper. For receipt, handling, temporary storage, and reloading, AGS acts solely as Customer's **agent**, not as a bailee or shipper. If AGS signs any delivery receipt, bill of lading, or similar document, it does so **as Customer's agent**, and Customer retains all liability for loss/damage/theft/delay. **Nothing herein converts AGS into a "motor carrier," "freight forwarder," or other carrier under 49 U.S.C. § 13102, nor imposes liability under 49 U.S.C. § 14706 (Carmack).**

b. Substitution of Carriers. To expedite removal of Goods from the Event Site, AGS may change Customer's designated Carrier if that carrier fails to pick up on time.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
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Terms & Conditions of Contract - Material Handling Services

c. Re-weigh / Re-measure Authority. AGS may re-weigh, re-measure, or re-classify shipments and invoice based on actuals, including special handling surcharges per AGS's posted rates.

9. Labor Services; Liability and Supervision

AGS provides labor services—including but not limited to installation, dismantle, rigging, carpentry, and cleaning—subject to these same Terms and Conditions.

When Customer elects supervised labor, AGS's liability is limited to direct physical loss or damage to property caused solely and directly by AGS's gross negligence or willful misconduct, and in no case shall exceed the lesser of (i) the cost of such labor services or (ii) the depreciated value of the affected property.

For dismantle or removal services, Customer acknowledges that AGS did not participate in the original installation and therefore must rely entirely on Customer-supplied information, diagrams, and instructions to identify proper disassembly, packing, and shipping procedures. Customer is responsible for ensuring that all materials, containers, and packing components are in safe, usable condition for dismantle and transport. AGS shall have no liability for damage, loss, or delay arising from incomplete, inaccurate, or inadequate instructions, or from the condition of display assets or packing materials.

Customer is responsible for ensuring that all display materials, structural elements, and accompanying instructions, diagrams, and hardware provided for installation or dismantle are complete, accurate, and suitable for assembly. AGS shall have no liability for loss, damage, or improper setup arising from incomplete, unclear, or faulty exhibitor-supplied information or materials.

When Customer elects unsupervised labor, Customer assumes all risk and responsibility for direction, supervision, and results of the work. AGS shall not be liable for any loss, damage, or injury arising from unsupervised labor, and Customer shall defend, indemnify, and hold harmless AGS and event management (including reasonable defense costs) from all resulting claims.

AGS shall not be responsible for delays, work stoppages, or performance failures caused by union disputes, walkouts, strikes, or other labor actions beyond its control.

AGS may, in its sole discretion, refuse to perform or continue work that, in its judgment, would create an unsafe condition or violate applicable facility, union, or regulatory requirements. Such refusal shall not constitute a breach of these Terms, and Customer remains responsible for all labor ordered up to that point.

10. Measure of Damages; Released Value Option

a. Sole Monetary Relief. If AGS is found liable for loss/damage to Goods, AGS's **maximum** liability is the lesser of: **\$0.50 per pound, \$100 per container, or \$1,500 per shipment.**

b. Labor. For provisions governing AGS's liability and Customer responsibilities for labor services, see the section titled "*Labor Services; Liability and Supervision.*"

c. Released Value Increase (Optional). Prior to service performance and subject to AGS's written acceptance and additional charges, Customer may request a higher released value limit for a specific shipment or project. Any approved increase will be documented in writing, applies only to direct physical loss caused solely by AGS's gross negligence or willful misconduct, and shall not exceed an aggregate cap agreed by the parties. **Declared values or released rates stated on any carrier bill of lading do not alter AGS's liability limits; only a written released-value increase executed by AGS under this §8.c modifies AGS's limits.**

11. Insurance; Claims; Evidence; Legal Action Notices

a. Insurance. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. Customer is solely responsible for insuring Goods at all times (including storage, transit to/from the Event Site, and while on the floor). **"All Risk" coverage is strongly recommended.** Customer shall maintain at its expense: (i) commercial general liability insurance with limits customary for trade-show exhibitors, naming AGS as an **additional insured** on a primary and non-contributory basis, and (ii) property insurance covering Goods on an "all risk" basis. Certificates/endorsements shall be produced upon request.

b. Notice of Loss or Damage. To preserve a claim, Customer must notify AGS (or its agent) within 24 hours of the occurrence, as evidenced by an **Incident Report** completed on site.



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
AUGUST 28th**
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Terms & Conditions of Contract - Material Handling Services

c. Evidence Required. As a condition precedent to any claim, Customer shall (i) provide time-stamped digital photos/videos of packaging and Goods at hand-off and at discovery of loss/damage; (ii) retain packaging and contents for inspection; (iii) provide serial numbers, model numbers, and invoices; and (iv) make the Goods reasonably available for inspection. Failure to comply voids the claim.

d. Filing a Claim. A claim must be **in writing** and (i) identify the Goods, (ii) assert liability, and (iii) demand a specified/determinable amount.

Deadlines: **event-site claims** within **30 days after event close**; **transit claims** within **30 days after delivery**. **Reports or notations are not claims.** Customer may not withhold or offset amounts owed to AGS due to a dispute; all AGS invoices must be paid **before event close**, and any claim must be pursued separately. AGS may pursue collection regardless of any alleged loss.

Transit Claims. The claim and suit periods in §9(b)–(e) apply to event-site claims only. Claims for loss or damage **in transit** must be filed directly with the Carrier identified on the bill of lading and are governed by the carrier's tariff and applicable law (e.g., Uniform Bill of Lading/Carmack). AGS will make commercially reasonable efforts to provide documentation to facilitate such claims but is **not** the proper party for Carrier claims, and Customer's payment obligations to AGS are not contingent on any Carrier's resolution.

e. Filing of Suit. Any action regarding loss/damage to Goods must be filed **within one (1) year** from AGS's written declination (in whole or part) of a claim.

f. Notice of Legal Action. If an exhibitor threatens legal action, AGS personnel communications may cease and future service to that exhibitor may be suspended.

12. Governing Law; Venue; Dispute Resolution; Waivers

a. Governing Law; Venue; Fees. This Agreement is governed by Florida law. The parties submit to jurisdiction and venue in the **U.S. District Court, Middle District of Florida, Orlando Division, or the State Courts of Orange County, Florida**. In any action arising out of or related to this Agreement (including collection), the prevailing party is entitled to reasonable attorneys' fees and taxable costs at all trial and appellate levels.

b. Pre-Suit Mediation. Except for actions to collect

undisputed sums due, applications for temporary injunctive relief, or small-claims matters, the parties shall first participate in **non-binding mediation** in Orange County, Florida, with a mutually agreed mediator (or, failing agreement, one appointed by the court). Each party bears its own costs; fees are shared equally. A party refusing to mediate after written demand may not recover attorneys' fees otherwise available under this Agreement for the period of refusal.

c. Class Action and Jury Trial Waivers. To the fullest extent permitted by law, **the parties waive any right to a jury trial and waive participation in any class, collective, or representative action**, agreeing that claims shall be brought on an individual basis only.

13. Advanced Warehousing / Temporary or Long-Term Storage

a. Storage terms are set forth in a separate Storage Agreement. If no Storage Agreement is executed, the following applies: AGS's responsibility is limited to ordinary care and diligence; liability exists only for loss or damage caused solely and directly by AGS's gross negligence, capped at the lesser of \$0.50 per pound, \$100 per container, or \$1,500 per shipment (prorated for partial loss by weight). AGS is not responsible for losses due to fire, theft, elements, vandalism, moisture, vermin, mechanical breakdown/failure, freezing/temperature change, or other causes beyond AGS's immediate control; nor for marring/scratching/breakage of glass or other fragile items; nor for mechanical functions of instruments/appliances, even if AGS packs/unpacks them. No special, incidental, indirect, or consequential damages (including lost profits/income) are recoverable. Storage/advance warehousing fees are for space use only; no security or environmental condition guarantees are made. **AGS DOES NOT PROVIDE INSURANCE.** Customer must maintain insurance sufficient to cover its risk.

b. Advance Warehouse Agency and Limitation of Liability. For certain Events or Projects, AGS may, as a convenience to the Customer and Event Management, coordinate or designate an advance warehouse operated by an independent third-party provider ("Warehouse Provider") for the receipt and temporary storage of freight prior to delivery to the Event Site. Such warehousing is provided solely by the Warehouse Provider and not by AGS and is



SOHO Expo 2026
Gaylord Palm Resort & Convention Center
Kissimmee, FL
September 10-13, 2026

**Discount Price
Deadline Date
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Terms & Conditions of Contract - Material Handling Services

offered exclusively as a convenience to facilitate tender of materials to the event or project.

In these cases, AGS acts only as an agent in arranging storage and does not take ownership or control of the facility, personnel, or operations of the Warehouse Provider. Claims for loss, damage, theft, or delay occurring while materials are in the custody of the Warehouse Provider must be filed directly with that provider in accordance with its own terms and procedures. AGS may, at its discretion, assist in facilitating such claims but assumes no liability for the acts, omissions, or conditions of any third-party warehouse or carrier.

The advance warehouse, like the Event Site, is not under the direct control of AGS, and AGS cannot exercise authority or accept responsibility for materials at those locations except during the limited time when goods are in the exclusive physical custody of AGS's material handling labor and equipment (for example, during active handling, transport, or placement on the event floor).

c. Post-Event or Drayback Storage. Following Event close or upon return of freight to AGS facilities, AGS's role transitions from an agent to a warehouseman for any goods held beyond the event period. The following provisions apply to such post-event storage:

d. Warehouseman Status. Upon drayback or where disposition is pending, AGS holds Goods as a warehouseman only, with duties limited to ordinary care; storage, notice, and disposition proceed per this Agreement and applicable law.

e. Warehouseman's Lien. AGS shall have a possessory lien on Goods for all charges and may, after reasonable notice as required by law, sell or otherwise dispose of Goods to satisfy unpaid amounts, applying proceeds to charges and costs of sale.

14. Right to Refuse Service; Safety.

AGS may refuse or suspend Services at any stage if materials or working conditions materially deviate from the condition or information provided, contain prohibited items, or present an unreasonable safety, environmental, or labor risk. This includes circumstances involving unsafe work areas, union jurisdictional disputes, walkouts, or other conditions beyond AGS's control that make continuation of

work impractical or unsafe. This right extends to dismantle-only services where the condition of materials or packing deviates from those disclosed at the time of inspection or request, or where materials cannot be safely handled or packed without damage. If AGS refuses or suspends work, AGS will notify a designated contact if identifiable. Customer must then either (i) correct the issue/missing information on-site, or (ii) handle the materials or labor directly to meet event move-in/move-out requirements. Fees for Services already rendered remain payable. All persons in the Event Site must comply with posted safety rules, restricted areas, and PPE requirements; violations are at Customer's risk.

15. General Provisions

a. Entire Agreement; Amendments. This Agreement constitutes the entire agreement regarding its subject matter and supersedes inconsistent prior terms. Amendments must be in a signed writing (other than unilateral changes by AGS made with advance notice under "Changes").

b. Severability. If any provision is found unenforceable, it will be modified to the minimum extent necessary to be enforceable; the remainder stays in effect.

c. No Waiver. A party's failure or delay to enforce any provision is not a waiver.

d. Headings. Headings are for convenience only and do not affect interpretation.

e. Third-Party Beneficiaries. The AGS Parties (carriers, contractors, and their agents) are intended beneficiaries of Sections 1, 3-12.

f. Electronic Signatures; Notices. The parties consent to electronic signatures and to receiving notices by email to the addresses provided in ordering documents; notices are deemed given when sent (or, for mailed notices, upon delivery confirmation).

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

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Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

800-654-7019
tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916

Ancillary Services

3rd-Party Service Providers and Order Forms

Utilities	128
Request to Serve Vendor Samples	129
Audio Visual	132
Lead Retrieval.....	133

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the contact info on the form.



Gaylord Palms is excited to be hosting SOHO Expo 2026

We're happy to provide access to on-line ordering for all your booth needs including:

Electricity | Internet and More!

To create an account or to log in, click the link below.

[SOHO Expo 2026](#)



Discount Schedule	
Advance Price Deadline	August 12, 2026
Standard Price Applies	Aug 13, 2026 – September 10, 2026
Online Ordering Deadline	September 4, 2026
Show Site Price Applies	September 11, 2026

Below you will find a price list for some of our most ordered services. Please visit our website for a full list of pricing and a listing of Exhibitor Rules/Regulations.

	Advanced	Standard	Show Site	
120 Volts/ 4 AMP/ Single Phase (One Device Only)	\$226.00	\$338.00	\$389.00	*
120 Volts/ 8 AMP/ Single Phase	\$281.00	\$405.00	\$449.60	*
120 Volts / 12 AMP/ Single Phase	\$331.00	\$477.00	\$529.60	*
120 Volts / 20 AMP/ Single Phase	\$392.00	\$564.00	\$627.20	*
Wireless Connection - Basic (Per Device up to 6Mb)	\$250.00	\$275.00	\$375.00	**
Wired Connection - Basic (Per Connection up to 6Mb)	\$450.00	\$500.00	\$600.00	**
5Mb Dedicated Wired Network w/ (1) Wired Connection	\$5,550.00	\$6,400.00	\$7,400	**

*Subject to a 7.5% Sales Tax - **Subject to a 7.5% Sales and a taxable 26% Facilities Charge

Important Information Regarding Food & Beverage

All food and/or beverage served from your booth must be approved prior to arrival (this includes but is not limited to, logo bottled water or any type of pre-packaged food).

Looking to serve samples at your booth?

Vendor product samples are permitted in 2-3 ounce sample serving sizes. A onetime corkage fee of \$400 will apply for samples larger than 3 ounces. **These samples must be produced by your company and will require a "Sample Request and Food Waiver" form to be completed before the event along with a valid certificate of insurance (please see sample for correct wording). Please email completed forms to gpexhibits@gaylordhotels.com for approval.

** Remember to order Ice in advance should you need it for your samples**

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Florida, please create your account first and then contact us at gpexhibits@gaylordhotels.com. We'll need to receive a copy of your Florida Tax Exempt Certificate and a front back copy of your credit card (all but the last 4 digits should be redacted) before you can process your order.

Should you have any questions, comments, or concerns please use the following contact information to reach out to our Exhibitor Services Team

Exhibit Hall Team | gpexhibits@gaylordhotels.com | 407.586.2219

Show-site assistance: Please TEXT 321.209.4436 or visit us at the Exhibitor Services Desk located in the back of the exhibit hall



Request to Serve Vendor Samples

Name of Show: _____ Booth # _____

Company Name: _____

Contact Name: _____ Phone # _____

Email Address: _____

By order of the Osceola County Fire Department, Department of the Fire Marshall's Office, use of cooking and heating appliances must be disclosed at the time of application for permit and will require a fire watch/s (fees may apply). Each exhibitor using food warming devices will be subject to an individual inspection by the Fire Marshall. A full size 3A40BC fire extinguisher must be in the booth if using heating appliances, microwaves, heat lamps, or jellied fuel heat sources. Exhibitors are responsible for providing a fire extinguisher. All heating equipment must be turned off during non-show hours and exhibitors may be required to order a Fire Watch through hotel security and also Osceola County depending on the devices being used if one is not already assigned for the show floor. No cooking and/or frying is permitted on the show floor. This includes the cooking and/or frying of all products that produce grease laden vapors. If cooking and/or frying is part of your product preparation, please reach out to Exhibit Hall Management prior to the event to discuss available options.

Gaylord Palms Resort & Convention Center is exclusive for food and beverage. Vendor manufactured or produced food or non alcoholic beverage samples must be 3 oz., bite sized or smaller in size with hotel approval prior to the event. A one time corkage fee of \$400 will apply to larger samples. Please complete this request form and return to Gaylord Palms Exhibitor Services at gpxhibits@gaylordhotels.com along with a copy of your Certificate of Insurance (COI) with the required verbiage noted under the "Insurance" clause of the attached Food Waiver & Indemnification Agreement. If you're sampling alcohol, please be aware that sample sizes vary depending on the type of alcohol being sampled; Liquor (1)oz, Wine (2)oz and Beer (2)oz. Alcohol services will require a Resort Bartender to be staffed. Gaylord Palms Resort & Convention Center reserves the right to approve or deny any sampling or cooking requests if required information and COI is not provided prior to the event.

Please describe items to be served (including size & quantity):

Please indicate number of appliances which will be used and the UL number on the device:

_____ Electrical Cooking Appliance*

**List Equipment:*

_____ Heat Lamps

_____ Sterno or other jellied fuel heat source

_____ None

_____ *(initial)* I have received and returned the Food Waiver & Indemnification Agreement. I am able to provide a Certificate of Insurance with general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than \$1 million each occurrence.

Signature: _____ Date: _____

Print Name: _____



Food Waiver & Indemnification Agreement

HOTEL POLICY:

It is the policy of this Hotel to discourage Hotel patrons from purchasing food and from using the Hotel facilities to prepare or to prepare and serve food to Hotel guests. Improper handling of food may lead to food poisoning and other health hazards. However, the Hotel recognizes that for religious or other special reasons a Hotel patron may have, it may be necessary to permit such preparation and service. In the event that a patron insists on the purchase, preparation or serving of food by persons other than Hotel employees, the Hotel may allow such activity or activities only if such patron acknowledges, by its signature below, its agreement to accept the responsibility and abide by the terms set forth in this Agreement.

WAIVER:

The undersigned patron ("Patron") agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by Patron or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.

INDEMNIFICATION:

Patron agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.

INSURANCE:

Patron shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than \$1 million each occurrence. Patron shall provide the Hotel with a certificate of insurance evidencing such coverage prior to using the Hotel facilities to prepare or to prepare and serve food to Hotel guests.

****The following verbiage should be placed in the Description field of the COI exactly as shown.** "Gaylord Palms Resort & Convention Center, Marriott International, Inc., Marriott Hotel Services, LLC, Ryman Hospitality Properties, Inc., GP Limited Partnership, RHP Operations GP, LLC, Xentury City Development Company LLC, XCDC LLC. are included as Additional Insured."**

OPERATION OF KITCHEN FACILITIES:

The Patron agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel kitchen staff. If the Hotel determines that Patron is using the kitchen facilities in a dangerous manner it may immediately revoke Patron's privileges to use the kitchen facilities. In the event Patron damages any of the kitchen equipment, Patron agrees to promptly pay for all costs of repair or replacement of the damaged kitchen equipment.

PATRON'S ACKNOWLEDGMENT:

Patron's signature below indicates that Patron has read and understood this Agreement and agrees to its contents. Patron also acknowledges that the person signing on behalf of Patron is authorized to bind Patron to the terms of this Agreement.

Print Name: _____

Title: _____

Organization Name: _____

Booth Number: _____

Signature: _____

Date: _____

PRODUCER
 ABC Insurance Agency Fax: (212) 441-5555
 1234 Broker Lane
 New York, NY 10895
 Attn: Joe Agent (212) 441-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED
 Big Boom Company, Inc.
 1234 Corporate Lane
 New York, NY 10895 Attn: Joe Smith
 Phone: (212) 324-5349 Fax: (212) 324-5555

INSURER A: Hartford Insurance Company of Illinois
 INSURER B: Aetna Casualty & Surety Company
 INSURER C: Travelers Insurance Company
 INSURER D: Royal Insurance Company
 INSURER E:

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		01/01/XX	01/01/XX	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGRREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____		01/01/XX	01/01/XX	COMBINED SINGLE LIMIT (EA accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT	\$1,000,000
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$		01/01/XX	01/01/XX	EACH OCCURENCE	\$4,000,000
					AGGREGATE	\$4,000,000
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		01/01/XX	01/01/XX	<input checked="" type="checkbox"/> WC STATUS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$500,000
					E.L. DISEASE-EA EMPLOYEE	\$500,000
					E.L. DISEASE - POLICY LIMIT	\$500,000
D	OTHER Professional Liability		01/01/XX	01/01/XX	Each Occurrence & Aggregate	\$1,000,000
						\$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Gaylord Palms Resort & Convention Center, Marriott International Inc., Marriott Hotel Services, LLC, Ryman Hospitality Properties, Inc., GP Limited Partnership, RHP Operations GP, LLC., Xentury City Development Company LLC, XCDC, LLC. are included as Additional Insured.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER	<input checked="" type="checkbox"/>	CANCELLATION
Gaylord Palms Resort & Convention Center 6000 W Osceola Parkway Kissimmee, FL 34746				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC



Network Communications - ph: 888-763-1464
 PO Box 378, Cedar Hills, MO, 63016
 Email – nettapes@sbcglobal.net

Audio Visual Exhibitor Order Form
(All prices include the cost of labor to setup and remove, all taxes and fees are included in the price.)

Video and Projection	Qty	Daily	Days	Weekly	Weeks	Total
Tripod Screen		\$35.00		\$105.00		
LCD Projector		\$200.00		\$600.00		
23-26" LCD TV (tabletop Stand only)		\$75.00		\$225.00		
32" LCD TV		\$125.00		\$375.00		
40"-42" LCD/Plasma TV		\$200.00		\$600.00		
47"-50" Plasma TV		\$225.00		\$675.00		
Dual Post Pole Stand		\$100.00		\$300.00		
DVD Player		\$20.00		\$60.00		
BlueRay Player		\$30.00		\$90.00		
DVD/VHS Combo		\$20.00		\$60.00		
Audio						
8-10" Speaker Package setup		\$75.00		\$225.00		
12" Speaker Package setup		\$100.00		\$300.00		
15" Speaker Package setup		\$125.00		\$375.00		
Packages include 1 speaker with stand and a mixer						
CD Player		\$20.00		\$20.00		
Wired Microphone		\$30.00		\$90.00		
Wireless Microphone (choice of Handheld or Lav)		\$100.00		\$300.00		
Laptop Audio Interface		\$20.00		\$20.00		
Office Supplies						
Laptop Computer with windows 7		\$125.00		\$375.00		
Black and White Laser Printer		\$80.00		\$240.00		
Color Laser Printer (includes 1500 pages) (each additional is \$0.10 per page)		\$275.00		\$825.00		
Easel		\$10.00		\$10.00		
Flipchart with Pad and Markers (1 pad for day rental, 3 pads for week)		\$40.00		\$120.00		

Grand Total _____

If you do not see an item on the list that you need, please contact us via numbers provided above and we can get you a quote.

Payment

Credit Card Type: _____ Credit Card Number _____ Exp Date _____ Security Cod _____

Address (Credit card assigned to) _____

City State Zip Code _____

Orders must be received no later than 72hrs prior to event start, any orders received after the 72hr deadline will be subject to price change.
 Any Cancellations must be made 72hrs prior to event start, if a cancellation is made after the 72hr deadline, full amount will be billed to customers credit card.

Name: _____ Company Name _____ Booth Number _____

Delivery Date: _____ Pickup Date: _____

Signature _____ Date _____

Email Address: _____

Phone #: _____

Bravura Exhibitor Toolkit

Capture, Qualify and Engage with Leads

Lead Retrieval Options



In-Person

App-Based Platform

- Scan QR Code on Attendee Badge to Capture Lead
- Use your Own Device
 - **Two user licenses: \$250**
 - **Additional user license: \$125 for 1 one-user license.**

Login to Complete your Lead Retrieval Selection

[View Options for your Event](#)

Get the Most out of Bravura's Lead Retrieval Solution



Capture and Export Real-Time Virtual Leads as Attendees Explore your Virtual Booth or Company Profile



Send Messages and Follow-Up Appointments to Leads Directly in the App and/or Web-Based Platform



Pre-Define Questions to Help your Sales Force Better Qualify Prospects and Record Notes

Add-On Marketing Tools

LEADS Marketing Emails

Send Marketing Emails with Selected Collateral to Captured Leads directly from Bravura LEADS App

KIOSK Check In @ Hosted VIP Events

Track attendee information via self-service KIOSK QR code scan or last name look up for accurate event attendance

[Email Bravura Support for More Information](#)

Should you have any questions, please feel free to contact **Bravura Technologies Support**



(941) 894-0500

[Website](#)

[Support](#)